



# How Strong Is Our Program PD Infrastructure?

## Processes to Sustain a PD Infrastructure:

For each bulleted process, use the scale below to assess your program's current status.

5—We've Got It!      4—Almost There      3—Getting There      2—Working On It      1—Not Yet

<p><b>1. LEADERSHIP—Identify a person to provide leadership for professional development efforts.</b></p> <ul style="list-style-type: none"> <li>We have a designated program PD Coordinator who leads our program PD efforts.</li> <li>Our PD Coordinator has a strong knowledge base in providing research-based and responsive PD.</li> <li>We have a team in place to carry out our PD objectives.</li> </ul>	<p style="text-align: right;"> 5 4 3 2 1 5 4 3 2 1 5 4 3 2 1</p>
<p><b>2. POLICY—Establish procedures/policies that promote timely, research-based, and responsive professional development.</b></p> <ul style="list-style-type: none"> <li>Our organizational leaders value and support PD.</li> <li>We have established guidelines in place for the design and delivery of PD (for example: standard training agendas, program “non-negotiables” for PD delivery, trainer certification process).</li> </ul>	<p style="text-align: right;"> 5 4 3 2 1 5 4 3 2 1</p>
<p><b>3. FUNDING—Secure financial and human resources to support professional development and collaboration.</b></p> <ul style="list-style-type: none"> <li>We have an adequate budget in place to support the design, delivery, follow-up, and evaluation of our PD offerings.</li> <li>We supplement our DASH PD budget with other funding sources to support our PD processes.</li> </ul>	<p style="text-align: right;">5 4 3 2 1 5 4 3 2 1</p>
<p><b>4. PLAN—Establish and implement a professional development plan that incorporates the PD-related components found in the cooperative agreement workplan.</b></p> <ul style="list-style-type: none"> <li>Our DASH cooperative agreement workplan includes distinct and aligned PD-focused objectives and actions.</li> <li>We use the <i>DASH PD Practices</i> to guide our PD planning process.</li> </ul>	<p style="text-align: right;"> 5 4 3 2 1 5 4 3 2 1</p>
<p><b>5. CONTINUOUS LEARNING—Ensure continuous learning among program staff.</b></p> <ul style="list-style-type: none"> <li>We advocate for and provide ongoing PD for program staff.</li> <li>We regularly visit the PDP and DASH PD websites for resources and updates on PD best practices.</li> </ul>	<p style="text-align: right;">5 4 3 2 1 5 4 3 2 1</p>
<p><b>6. QUALIFIED PD PROVIDERS—Develop a process for recruitment, development, and assessment of qualified professional development providers (may be staff members).</b></p> <ul style="list-style-type: none"> <li>We recruit, develop, and assess an adequate number of PD providers to deliver our program trainings/TA.</li> <li>Our PD providers are highly skilled trainers/facilitators who use research-based practices in the design and delivery of PD.</li> </ul>	<p style="text-align: right;">5 4 3 2 1 5 4 3 2 1</p>
<p><b>7. TECHNICAL SUPPORT—Provide ongoing technical support for professional development providers.</b></p> <ul style="list-style-type: none"> <li>We provide standardized training designs and aligned materials to PD providers.</li> <li>We provide all logistical support (venue selection and coordination, contracts, materials, AV, registration, etc.) for PD providers.</li> </ul>	<p style="text-align: right;"> 5 4 3 2 1 5 4 3 2 1</p>
<p><b>8. DATA MANAGEMENT—Establish a data management system.</b></p> <ul style="list-style-type: none"> <li>We have a data management system in place for adequately tracking PD provider information, training registration, training participants, TA logs, evaluation results, and other relevant PD data.</li> <li>We use program data to market our services, identify program strengths and weaknesses, improve our program, and identify success stories.</li> </ul>	<p style="text-align: right;"> 5 4 3 2 1 5 4 3 2 1</p>

-Team-Building      -Advocacy      -Evaluation      -Cadre Development