

## Conference Reflection and Planning Form

Conferences can be a great vehicle for collaborating with colleagues and gathering ideas for your program/classroom instruction. Attending a conference implies new ideas will be integrated into your instruction and ultimately benefit students.

The key to effective professional development is identifying a need, planning for the integration of strategies or content, collaborating with colleagues, the assessment and monitoring of that integration and then evaluating whether it assisted with increasing student learning and achievement. (As per the Iowa Professional Development Model) Of course any conference attendance should align to an individual, building or district goal!

When you have the opportunity to attend a conference, you will be required to reflected on what you learned as a result of attending. An action plan will need to be formulated and monitored throughout the school year.

Name \_\_\_\_\_

Conference Attended \_\_\_\_\_

Date of Conference \_\_\_\_\_

**Summary of Session(s) Attended** *(you may attach brochure if you have one with sessions highlighted)*

**Reflection on Conference** *(discuss the new learning, "ahas" you gained, insights gleaned, ideas generated or in general what you gained from attending the conference)*

**Plan for Future** *(Discuss the implementation, integration or collaboration plan that will take place as a result of ideas gleaned)*

*Complete and send to Curriculum Director  
At the end of the year you will be required to report success with implementation*