



## Professional Development Follow-Up Support—The Continuum

This continuum provides a variety of follow-up options and a rough estimate of cost and time expenditure. The continuum was created with the assumption that the service provider is an outside consultant/source. Cost and time will depend on factors such as distance from training participants of the professional development (PD) event and travel and equipment costs.

**Low Cost**  
**Minimal Time**

**High Cost**  
**Time Intensive**

<p><b>E-mail communication</b> Send to individual participants or the group. Send reminders or motivators at intervals after the PD event. Include action step reminders.</p>	<p><b>Establish learning partners</b> Build peer support system with assigned intervals for communication. Facilitator sends reminders and discussion ideas.</p>	<p><b>Facilitate conference calls</b> Conference call with individual participants or entire group. Share successes and resources; troubleshoot barriers.</p>	<p><b>Facilitate booster sessions</b> On-site or distance (web-based or videoconference).</p>	<p><b>Provide on-site coaching and mentoring</b> Facilitator coaches and mentors individual participants on skills learned during event.</p>
<p><b>Send "Letter to Myself"</b> Generated by each participant during event and placed in self-addressed, stamped envelope. Facilitator sends to participants 3-6 months post-event.</p>	<p><b>Send electronic newsletters</b> E-mail a newsletter to participants related to the training content.</p>	<p><b>Conduct telephone follow-up support with individual participants</b> Provide technical assistance to individual participants based on identified needs.</p>	<p><b>Provide site visits</b> Facilitator travels to site to provide technical assistance on overcoming barriers to implementation.</p>	<p><b>Organize critical friends or teacher support groups</b> On-site or distance (web-based or phone/videoconference).</p>
<p><b>Provide follow-up support request forms</b> Provide forms during PD event. Invite participants to complete and submit a form. Facilitator follows up on individual requests.</p>	<p><b>Facilitate ongoing e-mail discussion group/ message boards</b> Non-moderated.</p>	<p><b>Facilitate on-line discussion groups/ message boards</b> Moderated.</p>	<p><b>Conduct walk-through</b> Facilitators observe participants in their work setting using skills acquired in training.</p>	<p><b>Conduct on-site participant observations with feedback</b> Facilitator observes participants implementing skills learned at PD event and provides structured feedback.</p>
<p><b>Establish learning partners</b> During event, partners create a plan to check in with each other regarding successes and barriers.</p>	<p><b>Mail communication</b> Send reminders or motivators at intervals after the PD event. Include action step reminders.</p>	<p><b>Mail printed newsletters</b> Mail a printed copy of a newsletter that addresses training content to participants.</p>	<p><b>Mail packages</b> Send artifact/take-away related to training theme with a message that reminds or motivates.</p>	<p><b>Facilitate advanced levels of training</b> Provide higher level, more complex training to all participants.</p>
<p><b>Meeting with training materials</b> Ask participants to set aside a meeting time in their calendars 2 weeks after the training to review training materials, resources, and their action plan.</p>	<p><b>Send e-surveys</b> Collect input from participants regarding barriers and challenges. Provide needed support based on input.</p>	<p><b>Provide a podcast</b> Send a post-training podcast that reinforces training content.</p>	<p><b>Establish peer mentoring/ coaching process</b> Provide process for peers to mentor one another on-site.</p>	<p><b>Establish "Professional Learning Communities"</b> Provide process for collective learning among participants to reinforce transfer of learning.</p>