

NOTE TO SELF

Use the checklist to ensure that your next virtual professional learning session is successful.

	YES	NOT YET	IDEAS
Norms have been developed.			
The platform has been identified.			
A technology and logistics person has been identified.			
An emotional check-in or other kickoff has been identified.			
The purpose for the session is clear.			
There are frequent low-stakes interactions planned.			
Breakout room discussion questions have been developed.			
Questions and feedback from the group are posed.			
Breaks are scheduled.			
Reflections are interspersed.			
There is a plan to solicit feedback about the content of the session.			