

# National Professional Development Center on Inclusion

Helping states achieve an integrated professional development system that supports high quality inclusion

Spring 2012



## Tools for Planning Cross-Sector Professional Development in Early Childhood

Two complimentary tools, based on the National Professional Development Center for inclusion's (NPDCI) framework for professional development (PD), are available to assist in gathering and summarizing information about statewide PD practices as part of cross-sector planning:

- *The Planning Matrix for Early Childhood Professional Development*
- *The Landscape: A Statewide Survey for Providers of Professional Development*

The first tool, the *Planning Matrix for Early Childhood Professional Development*, is used as a catalyst for discussion among state agency leaders about the PD funded by key early childhood agencies and for identifying gaps and duplications of effort and areas for collaboration. The second tool, *The Landscape: A Statewide Survey for Providers of Professional Development in Early Childhood*, is used to gather more detailed information about the PD provided across the state from the perspective of PD providers. Both tools are based on the NPDCI framework in which the interconnected elements of the learners (the "who"), key content (the "what"), and PD approaches (the "how") are considered within a broader set of contextual and infrastructure factors. For more information on planning a state-wide, integrated system of PD, see *The Big Picture: A Planning Guide for Cross-Sector Early Childhood Professional Development Systems* at: [http://npdci.fpg.unc.edu/resources/planning-and-facilitation-tools/NPDCI\\_Big-Picture-Planning-Guide\\_2008.pdf](http://npdci.fpg.unc.edu/resources/planning-and-facilitation-tools/NPDCI_Big-Picture-Planning-Guide_2008.pdf).

### The Planning Matrix for Early Childhood Professional Development

#### Purpose

The purpose of the *Planning Matrix* is to support beginning discussions among a cross-sector, state-level planning team working to develop an integrated PD system.

#### Participants

The intended participants are representatives of key, state-level early childhood agencies (e.g., pre-k, Head Start, child care, preschool disabilities/619/Part B, early intervention/Part C) who are knowledgeable about the PD funded by their agency. Additional state-level agencies may be added, depending upon state context.

#### Format

The Matrix is an online survey that takes each agency representative about 10-20

minutes to complete. The questions on the Matrix address each agency's PD, including the target audience of the PD, the content, the approaches used, who the PD providers are, and what supports their PD staff members receive in their role as PD providers. The information is compiled across agencies, highlighting duplications and gaps across sectors. The Matrix should be completed prior to a state-level planning meeting so the compiled results are available to inform the discussion.

#### How to Use the Results

The compilation of the information collected through the Matrix provides state agency representatives with a starting point for discussion of the target audiences, content, delivery mechanisms, and organization of each agency's PD.

This conversation can lead to identifying changes needed to develop a better integrated system of PD. Questions to facilitate group discussion, based on the compilation of the information gathered through the Matrix, include the following:

- Are there unnecessary duplications in PD practices across agencies (e.g., multiple agencies providing PD on the same content areas to the same target audiences without intentional planning)?
- Are there gaps in PD efforts (e.g., important content not being addressed in PD, content not aligned with competencies and standards, lack of support for PD providers)?
- How could collaboration around PD be improved?

- What changes are necessary to develop a more integrated system of PD?
- If completed yearly, the Matrix can be used to track changes in PD that result from increased collaboration across sectors.

### NPDCI Provides

- PDF on website  
<http://npdci.fpg.unc.edu/resources/planning-matrix-early-childhood-professional-development>
- Link to online survey and data collection
- Compiled results

### What States Will Need to Do

- Contact NPDCI at  
npdci@unc.edu

## The Landscape: A Statewide Survey for Providers of Professional Development

### Purpose

The purpose of the *Landscape* is to gather descriptive information about inservice PD in early childhood from the perspective of PD providers.

### Respondents

The intended respondents are those who provide in-service PD funded by the agencies whose representatives filled out and discussed the Matrix, that is, child care, Head Start, early intervention, health, pre-K, and others.

If a state has a registry of PD providers, this would be a good list of potential respondents with which to start, however, most training registries do not include all sectors listed above. If a state does not have a registry of PD providers, gathering names of PD providers for the Landscape can help the state begin to build one.

### Format

The *Landscape* is an online survey that takes PD providers about 15-20 minutes to complete. The *Landscape* includes demographic questions about the PD providers as well as information on the content they address most in their PD, characteristics of the learners, the PD approaches they use, and the level of intensity of the PD typically provided. The *Landscape* can be used once a year to track changes in the PD provided.

### How to Use the Results

States can use the Landscape survey results to gather baseline data on PD occurring across various early childhood sectors throughout a state; to evaluate trends in terms of target groups, content, and methods used in PD; and to plan future PD in response to these trends. Survey results may be used to inform the development of a cross-sector PD system, including identifying priorities for such a system.

### NPDCI Provides

- Invitation, reminder, and thank you emails
- PDF on the website  
<http://npdci.fpg.unc.edu/resources/planning-and-facilitation-tools/files/NPDCI-Landscape-survey-June2011>
- Online survey, including data collection
- Summary of survey results
- Original survey data, if requested
- Contact information for respondents who choose to provide such information (separated from other survey responses)

### What States Will Need To Do

- Contact NPDCI at  
npdci@unc.edu
- Generate a contact list of PD providers
- Send the invitation, reminder, and thank you emails to respondents

### References

- National Professional Development Center on Inclusion (NPDCI). (2010). *Planning matrix for early childhood professional Development*. Chapel Hill: The University of North Carolina, FPG Child Development Institute, NPDCI
- Buyse, V., Hollingsworth, H., & West, T. (2010). *The landscape: A statewide survey for providers of professional development in early childhood*. Chapel Hill: The University of North Carolina, FPG Child Development Institute, NPDCI.
- National Professional Development Center on Inclusion. (2008). *What do we mean by professional development in the early childhood field?* Chapel Hill: The University of North Carolina, FPG Child Development Institute, Author.
- National Professional Development Center on Inclusion. (2011). *The big picture planning guide: Building cross-sector professional development systems in early childhood*, 3rd ed. Chapel Hill: The University of North Carolina, FPG Child Development Institute, Author.

For more information, see the website below and contact NPDCI at npdci@unc.edu if you would like additional information.  
<http://npdci.fpg.unc.edu/resources/planning-and-facilitation-tools/the-landscape>

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