

Professional Learning and Implementation Supports Decision Matrix

The purpose of the decision matrix is to facilitate a shared approach to planning and implementing professional learning activities and implementation supports initiated by the Ministry of Education. This shared approach would help increase alignment of initiatives with core Ministry priorities and help streamline implementation for better overall efficiency. Branches are to utilize the decision matrix to determine the modes of engagement that would best support their planned initiatives.

How to Use the Matrix

In order to determine the best implementation strategy for your initiative, consider the following guiding questions:

1. What do you want the client/learner/audience to know and/or be able to do? (e.g. policy, procedure, instructional practice, deep implementation)
2. What resources do you have to support implementation of the initiative? (e.g. funding, staff involvement, timelines)
3. Who is your intended client/learner/audience? (e.g. administrators, board-wide staff, specific types of teachers)
4. How do you plan to provide implementation support? (e.g. Q and A, funding, direct assistance, professional learning, engagement)
5. How do you plan to measure the impact of the initiative? (e.g. report, conversation, data, observation, joint work)
6. Are there opportunities to coordinate with another branch or event?

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What is the Purpose?	Transformational Work - Implementation Requires Sustained DSB Participation	Adaptive Work - Implementation Requires Sustained DSB Support	Technical Work - Implementation requires Moderate DSB Support	Information to Action Minimal Support	Information to Action	Key Ministry and Stakeholder Events
What would we like people to be able to do as a result?	Creating new knowledge together (tacit and experiential knowledge made visible)	Implementation of current best thinking requiring changes in practices and beliefs	Implement established practices based upon clear expectations	Take action based upon clear directives that provide some flexibility for local processes	Take action based upon clear directives	Learning, networking and recognition opportunities
Who needs to be engaged?	All levels of staff at the board or school levels	All levels of staff at the board or school levels	Administrators and board staff	School board administrators	School board administrators	Any level of staff at the board or school levels
What is the proposed mode of engagement?	Ideas and Approaches articulated and shared <ul style="list-style-type: none"> ▪ Ongoing Face to Face dialogue among front line staff, teachers, school and system administrators within and across schools and boards ▪ Lateral learning across networks ▪ Collaborative Inquiry ▪ Professional knowledge captured and shared through print and web materials 	Print or web materials with support <ul style="list-style-type: none"> ▪ Periodic face to face meetings with key DSB personnel ▪ Support for DSB implementation ▪ Support for ongoing PL of board staff – financial, material and human resources to support site-based and lateral learning 	Print or web materials with explanation <ul style="list-style-type: none"> ▪ Web conferences ▪ One time face to face meeting with key DSB personnel ▪ Social networking ▪ Some follow up support for PL of board staff 	Print materials with opportunity to seek clarification <ul style="list-style-type: none"> ▪ Memorandum ▪ Q and A ▪ Teleconference ▪ Adobe Connect 	Written correspondence <ul style="list-style-type: none"> ▪ PPM ▪ ADM Memo ▪ Director Memo 	<ul style="list-style-type: none"> • One time face to face event with key DSB personnel • Recognition events • Stakeholder event