

PLC **Facilitator** Checklist

**PRIOR TO PLC MEETING:**  
  
**For all PLC Facilitators**

* Request access to PLC Facilitators Unite Group on Resource Bank

<https://resourcebank.ca/groups/plc-facilitators-unite/45/191/>

* Email members of PLC and welcome colleagues
  + First meeting will be via TEAMS – share necessary link   
    (CIA Team will provide link to initial meeting)
* Review Resources in Resource Bank Group folders including “Creating Norms”

<https://resourcebank.ca/groups/plc-facilitators-unite/45/>

* Consider how you may divide your group, if appropriate.

**For those Facilitating Year Plan PLCs**

* Review and save **Return to Learn Template** for focus area.
* Review, download and save **Year Plan Template**

**For those Facilitating PLCs (NOT creating Year Plans)**

* Review “Smart Goals” resources.  
  <https://resourcebank.ca/authoring/2663-smart-goals/view>

**DURING PLC MEETING (October 26th PM):**

* Compile a list of who is in your PLC for future reference and use.
* Lead “Who is in the Room” Who are We?” Activity using True Colours
  + Consider discussing how your colours can help you work together more effectively. Ask “How can we better understand one another?”
* Collaboratively Establish Team Norms for Meeting
  + Use the chat, share your screen and type into document, utilize “Creating Norms” and exemplars to help guide you and your team, etc.
* Review and Clarify our WHY for PLCs:

**Notes:   
For Year Plan PLCs: The Big Idea is to develop a year plan for each grade and senior core subjects based on the suggested outcomes and strands from Return to Learn.   
  
For PLCs NOT Creating Year Plans: The Big Idea is to create personalized SMART goals for given topic areas…**

**For Year Plan PLCs (PreK – Grade 9):**

* Share Year Plan Template and Discuss
* Share Return to Learn for focus area and Discuss
* Determine how to Develop Year Plan
  + Determine suggested strands and outcomes
  + Decide how to divide and conquer to add to document
  + Ensure all outcomes are represented
  + Consider cross-curricular competencies
  + Include voice of specialists
  + Consider WIN Time for master
* Determine a plan to divide into smaller teams if needed (by interest, expertise, etc.)
  + Use chat for ideas, come to consensus on if/how the team will be divide, share breakout links with plan to meet back and share out at end of day.
* Review Resources/Supports
  + Templates, “I Can” Maps, Outcome Maps, SEL document for CASEL, 21st Century Competencies, etc.
* Divide into smaller teams if needed
  + Share links to breakout rooms in chat and remind of time to return to larger group link

**For those Facilitating PLCs (Not Creating Year Plans)**

* Set SMART Goals  
  <https://resourcebank.ca/authoring/2663-smart-goals/view>
  + What is/are your team goals?
  + Use “Smart Goals” resource to guide your work.
  + Submit your Goal by uploading into the Smart Goals Folder in the Facilitator Team by October 28th.
* Determine a plan to divide into smaller teams if needed (by interest, expertise, etc.)
  + Use chat for ideas, come to consensus on if/how the team will be divide, share breakout links with plan to meet back and share out at end of day.
* Review Resources/Supports
  + Outcomes and Resources in Resource Bank
* Divide into smaller teams if needed
  + (share links to breakout rooms in chat and remind of time to return to larger group link)

**For ALL PLCs**

* Determine Next Steps (All)  
  + Consider how you want to communicate with PLC moving forward and how you want to collaborate online in the future. Teams? Doug and Terry can support.
  + Remind everyone of next PLC dates:
    - March 1st PM, May 10th PM
  + Set agenda for next meeting & what materials and how to prepare.

**AFTER PLC MEETING**

* Communicate with Team as determined
* Remind participants of next meeting (scheduled for March 1st PM)
  + Finalize agenda and send meeting link