

**PROFESSIONAL DEVELOPMENT SAMPLE AGREEMENT
BETWEEN ADMINISTRATOR AND TRAINING FACILITATOR**

Name: _____ Email: _____

Check the boxes for the Professional Development opportunities that your staff will be participating in:

- Teaching and Learning Online
- Distance Learning 102
- Email Training
- Phone Conference
- Video Conference
- Implementation Partnership

Administrator

I will:

- Demonstrate a leadership role as it pertains to professional development
- Check my email daily
- Read the training objectives and instructions when they are received
- Encourage staff members to participate in the trainings as active members through email and personal contact
- Share with training facilitator and staff member's expectations of the training
- Communicate with the training facilitator via email or phone when needed
- Respond to training facilitator's needs and concerns within a 24 hour period unless otherwise noted

Facilitator

I will:

- Check my email daily
- Provide training objectives and clear instructions prior to the start of the training
- Answer any questions or administrator concerns
- Respond to inquiries within 24 hours unless otherwise noted
- Provide administrator with my availability schedule and contact information
- Contact administrator by e-mail or by telephone, if necessary, at least once a week
- Provide administrator updates on participant progress

Participant Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____
