

Middle School Math Initiative Summer Conference  
Activity #: 5  
Activity Name: Using the K-L-D as an Action Planning Tool

**Purpose of Activity:** The Action Plan gives educators an opportunity to determine their next steps based on the new knowledge and skills (developed throughout the training) documented on the K-D-L chart(s).

**Materials Needed:** Completed K-D-L chart(s), Action Plan chart

**Duration of Activity:** Time will vary

**Directions for Activity:** After they have participated in a series of professional learning activities (or one activity) participants work with their team members to collaboratively generate an Action Plan.

1. Using the completed K-L-D (Know-Learn-Do) chart(s), participants prioritize the actions in the D column, and then choose their top 3.
2. Share and discuss prioritized actions with teammates.
3. Select 3 group actions to focus on.
4. Team develops a plan of action using the template.

<b>Action</b>	<b>What needs to be done?</b>	<b>Who will do it?</b>	<b>By when?</b>	<b>What resources are needed?</b>	<b>Documentation of completed of Action</b>