



Delivering a One-Hour In-Service to Building Staff

PURPOSE

Delivering a one-hour in-service is a structured professional learning opportunity designed to build staff knowledge, improve consistency across classrooms, and increase implementation of effective practices. A successful in-service should be practical, engaging, and immediately applicable to staff responsibilities.

BEFORE THE IN-SERVICE: PLANNING FOR SUCCESS

Identify the Goal:

Determine the specific outcome staff should achieve by the end of the session.

Effective Goals Are:

- Observable
- Measurable
- Realistic for one session
- Directly connected to staff responsibilities

Example Goals:

- Staff will implement at least three proactive classroom supports.
- Staff will identify the steps of the crisis cycle.
- Staff will demonstrate how to use a visual schedule with students.

Know Your Audience:

Consider the staff attending's needs and experience levels.

Consider:

- Teachers vs. paraprofessionals
- General education vs. special education staff
- New staff vs. experienced staff
- Current building concerns or initiatives

Tailor examples, language, and activities to match the audience.



Focus On:

- Practical strategies
- Real-life examples
- Clear action steps

Time	Component
5-10 min	Introduction and objectives
15-20 min	Key content
10-15 min	Modeling/examples
10-15 min	Discussion or practice
5 min	Review and next steps

DURING THE IN-SERVICE: KEEP STAFF ENGAGED

Start Strong

Explain why the topic matters and clearly review expectations and objectives.

Engagement Ideas:

- Think-pair-share
- Table discussions
- Scenario problem-solving
- Reflection questions

Model the Strategy

Whenever possible, demonstrate what implementation should look like.

Modeling Can Include:

- Demonstrations
- Role play
- Videos
- Classroom examples
- Sample visuals or forms

AFTER THE IN-SERVICE: FOLLOW-UP & SUPPORT

Provide Takeaway Materials

Give staff resources they can immediately use.

Helpful Resources:

- Fact sheets
- Checklists
- Templates
- Visual examples
- Contact information for support

Plan for Follow-Up

Ongoing support improves implementation.

Follow-Up Options:

- Coaching support
- Classroom modeling
- PLC discussions
- Feedback sessions
- Resource sharing

ADDITIONAL RESOURCES



U.S. DEPARTMENT OF
EDUCATION
PROFESSIONAL
DEVELOPMENT
RESOURCES



ASSOCIATION FOR
SUPERVISION AND
CURRICULUM
DEVELOPMENT



CANVA FOR EDUCATION

Great for creating visually clean presentations, handouts, fact sheets, and training materials.

KAHOOT!

Easy way to add quick engagement checks or review games during an in-service.

MICROSOFT ONENOTE

Good for collaborative notes, staff binders, and organizing ongoing PD materials

REMINDERS

An effective one-hour in-service is focused, practical, interactive, and connected to staff needs. Staff should leave understanding what to do and how to apply it in daily practice.



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