

Template: Designing a Training Plan for Instructional Staff

Overview and Use of Template:

This template is provided to guide planning for a model-aligned professional development. Districts should modify and edit the template to meet the needs of their local context, identifying all tools, programs, and platforms that staff, students, and families will need to effectively use in order to implement the district’s instructional continuity plan.

NOTE: Questions in blue are provided to help guide development of a plan. Within each template, an example is provided (in grayed-out row) to illustrate use of the template.

| Existing digital tools, programs and platforms | | | |
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| Digital Tool, program, platform | Current use of tool | Who | Training Considerations |
| Identify a tool, program, or platform that is currently used | <ul style="list-style-type: none"> How is this tool currently used? What is the intended purpose of its use? Is use of the tool common practice/ expectation or individual discretion? What is the overall use of the tool? | Identify who uses the tool | <ul style="list-style-type: none"> What training has been provided previously? What training materials or resources are available to use? What additional training or support is needed to use the tool as part of the instructional continuity plan? |
| Example: Google Classroom | <p>Middle and high school teachers use Google Classroom to post instructional materials and links for student use while in-class or to access when absent.</p> <p>Not all teachers use regularly and few use as a method for assigning or collecting work.</p> | MS and HS Teachers | <p>All middle and high school instructional staff have been trained on how to set-up a Google Classroom. Each staff member set-up but not all staff use regularly.</p> <p>There are required webinars and supporting documents available from initial training.</p> <p>Expanding use will require some additional training and support.</p> |
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| Identifying new digital tools, programs and platforms | | | |
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| Digital Tool, program, platform | Description of need | Who | Training Considerations |
| Identify a tool, program, or platform that will be needed to support instructional continuity plan | <ul style="list-style-type: none"> How will this tool be used to support the instructional continuity plan? What is the intended purpose of its use? How can this tool be used to support other aspects of the plan or work? What will be the expectation for use of this tool? | Identify who will use the tool | <ul style="list-style-type: none"> What training is needed? What training materials or resources are available to support training needs? What training materials or resources will need to be developed to support training needs? How will additional support be provided to differentiate training needs? |
| Example: Zoom | <p>Teachers will need to check-in and provide support for students during an assigned “class” time daily. Teachers will be able to share their screen as well as utilize functionality to have students contribute to conversations. Students without digital access can call in.</p> <p>Teachers could use for planning purposes with their fellow teachers.</p> <p>Teachers and leaders (or other staff) will need to check-in regularly and functionality allows for easy sharing of screens.</p> | Teachers Leaders Students Families | <p>This is a new platform that few staff have used regularly. There will need to be training for each stakeholder group will require slightly different training based on intended use.</p> <p>Zoom provides many resources to support use including on demand videos and guides.</p> <p>Zoom experts will need to be identified to support training and support of individual use. A family liaison will need to be available to support at-home needs.</p> |
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| Training | Stakeholder Group | Training Type and Resource to Leverage | Priority | Support for Use |
|-----------------------------------|---|---|--|--|
| Identify specific training needed | List all stakeholders that will needed to be trained | List (and link) all resources to leverage to support training. | <ul style="list-style-type: none"> • What training is needed? • What training materials or resources are available to support training needs? • What training materials or resources will need to be developed to support training needs? • How will additional support be provided to differentiate training needs? | Identify a tool, program, or platform that will be needed to support the instructional continuity plan |
| Example: Zoom | Campus leaders Instructional staff Students Families | Zoom Video Tutorials Recorded Training Session | High- urgent need | IT team Campus Leads |
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Training Schedule by Stakeholder Group

| Week of: | Teachers | Students and Families | Campus Leaders | Other Staff |
|---|---|--|---|--|
| List the weeks trainings will be provided | List the training schedule for teacher specific training | List the training schedule to support students and families specifically | List the training schedule for leader-specific training | Identify other staff that will need training and list the planned training schedule for each group |
| Example: March 23-27 | Tuesday: Initial Set-up • Webinar- 8:00, 9:00, 10:00, 1:00 Wednesday: Trouble shooting and support • Zoom Meeting- 8:00, 10:00, 1:00 | Wednesday: Initial Set-up • Webinar- 8:00, 9:00, 1:00, 3:00 Thursday: Practice/1 st class • Zoom Meeting- scheduled class time | Tuesday: Initial Set-up • Webinar- 8:00, 9:00, 10:00, 1:00 Wednesday: Trouble shooting and support • Zoom Meeting- 8:00, 10:00, 1:00 | Wednesday: Initial Set-up • Webinar- 8:00, 9:00, 10:00, 1:00 Thursday: Trouble shooting and support • Zoom Meeting- 8:00, 10:00, 1:00 |
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