



VITAL EDUCATOR PROGRAM – PART 2

TRAINING PLAN ORIENTATION



VITAL Educator Program

VIRTUAL IMPLEMENTATION OF TEACHING & LEARNING



New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity



PATHWAY 1 - TRAINING PLAN

Available to all VES who can deliver direct training

- Direct delivery of module curriculum to other NYS Educators
- Focus on one module, or a blend of modules
 - Ideally should be based on one of the three completed modules, but may include other module content, provided the VE has thorough understanding of that content.



**** You are strongly encouraged to use the VE Training Plan Template for consistency and ease of review. If you use your own template, it must include each of the components outlined in the training guidance document. Each component is highlighted in the next several slides.**

Training Plan Components #s 1-3

1. Training Why

- How will this training benefit my educational community?
- How did I arrive at this training topic – survey data, needs assessment, district/school planning and collaboration.

2. Training Module Focus

- Which module(s) will I focus on?
- Which sessions in those modules?



3. Training Title

- Examples:
 - Districtwide Conference: Teaching in Remote/Hybrid Learning Environments for All Educators
 - A Schoolwide Hybrid Professional Learning Community for Classroom Teachers: Shifting to Teaching Across Learning Environments

Training Plan Component #4

4. Training Target Audience

- Participants – who and how many?
- Level of training
 - Statewide
 - Regional
 - District
 - School
 - University or College

Training Target Audience (Estimate Total # Served: insert text)			
Part 1 - Participants		Part 2 - Level	
<input type="checkbox"/>	All Educators (# Insert Text)	<input type="checkbox"/>	Statewide
<input type="checkbox"/>	Administrators (# Insert Text)	<input type="checkbox"/>	Regional
<input type="checkbox"/>	Classroom Teachers (# Insert Text)	<input type="checkbox"/>	District
<input type="checkbox"/>	School Counselors (# Insert Text)	<input type="checkbox"/>	School
<input type="checkbox"/>	Technology Specialists (# Insert Text)	<input type="checkbox"/>	College or University
<input type="checkbox"/>	Other (Specify): Insert Text	<input type="checkbox"/>	Other (Specify): Insert Text

Training Plan Components #s 5-6

5. Training Delivery Method

- In-Person
- Remote
- Hybrid
 - For Remote or Hybrid:
 - Synchronous
 - Asynchronous
 - Blended



6. Training Depth

- Am I training for:
 - Knowledge and Understanding
 - Skill and Application of Knowledge

Training Delivery Method		Training Depth	
<input type="checkbox"/>	In-Person	<input type="checkbox"/>	Knowledge and Understanding
<input type="checkbox"/>	Remote	<input type="checkbox"/>	Skill and Application
<input type="checkbox"/>	Hybrid	<input type="checkbox"/>	Both
If Hybrid Specify: Insert Text		<input type="checkbox"/>	Other (Specify): Insert Text

Training Plan Component # 7

7. Training Goals, Activities, Measures, and Outcomes

- **Goal: General statement about what your training will accomplish**
 - E.g., Increase the ability of teachers providing remote /hybrid instruction to embed social emotional learning in their daily lessons through a five-session professional learning community, delivered in a remote, synchronous setting.
- **Activities: Details/Logistics of your training**
 - E.g., Establish training dates, ensure participants have access to training materials, plan agendas and content delivery, establish communication with participants, deliver training.
- **Measures: How will you determine if you have achieved your training goals?**
 - E.g., Deliver a pre and post assessment to participants to measure their understanding of concepts delivered during training.
- **Outcomes: What do you want your training participants to know, understand or be able to do at the conclusion of your training?**
 - E.g., Through observation of remote/hybrid lessons, participants will demonstrate the use of SEL strategies in their lesson implementation.
- You may have multiple goals, activities, measures, and outcomes.

Training Plan Components # 8-10

8. Training Timeline for Delivery

- When in 2024-2025 will you deliver this training?

9. Training Persons, Organization/Affiliation

- Will there be others assisting with your training?
- If they are participating in the direct delivery, they must complete the module of focus prior to the training.

10. Training Resources

- What training resources will you use?
 - TALE Academy
 - Conference space
 - Copies of materials
 - Internet Access



Training Plan Component # 11

11. Training Description

- **Must include:**
 - **Module of Focus**
 - **Target Audience**
 - **Who will be delivering or sponsoring the training**
 - **Goal/Outcome of the training**
 - **Issuing of CTLEs if applicable (Must be awarded through a sponsor organization, such as a BOCES, school district, university)**
 - **General training timeline**



Training Plan Components # 12 -13

12. Training Plan Gap Rationale

- Explanation of any gaps in your training plan
- E.g., Requires explanation during an office hours session
- Documentation of any gaps/missing information



13. Peer Review Process - additional guidance on TALE Academy Website/Resources/Coaching

- Peer review process may be used in lieu of or in addition to coaching sessions.
- Peer reviewer partners must be fellow Vital Educators
- VEs must email Noel Granger by Friday, April 26 if they are planning to engage in Peer Review. If you do not yet have a partner, we will assist you.
- Process must be documented in training plan template

Collaboration Process

- VEs may choose to collaborate on the development of a training plan.
- **Collaboration Requirements:**
 - Team-level collaboration will require VE Program approval.
 - Only VEs can collaborate on the development of a training plan. The plan may identify other non VE individuals who go through the modules at a later date.
 - All team members must participate equally.
 - Team Leader must provide oversight and leadership over the team and the product.
 - The designated Team Leader is responsible for the submission and implementation of the team's product.
 - Products and teams must be program-approved - guidance on submitting a proposal will be provided.

Coaching Support

Flexibility For Those Selecting Coaching

Direct Coaching

- Offered in group format
- Provides Subject Matter Expert Support
- Provides ongoing support with check-in opportunities over time
- Designed to provide coaching for content integration into training/action plans

Consultative Coaching

- Offered through office hours meetings
- Consultation style
- May be 1:1 or small groups
- Designed to provide support in the structure of the planning process

Additional guidance available on TALE Academy Website, under Resources/Training Resources/Coaching Documents

Direct Coaching Session Dates

Coaching support will be provided on the following dates/times:

Module 1

Four Fridays: Two Sessions

Session A: 4:00-5:00 pm

Session B: 5:30 - 6:30 pm

(May 10, 17, 29** and 31)

(Note the 29th is a Wed. due to the holiday weekend)

Module 2

Four Wednesdays 4:00-5:00 pm

(May 8, 15, 22, and 29)

Module 3

Four Thursdays 4:00-5:00 pm

(May 9, 16, 23, and 30)

Module 4

Four Thursdays 4:00-5:00 pm

(May 9, 16, 23, and 30)

Module 5

Four Tuesdays 4:00-5:00 pm

(May 7, 14, 21, and 28)

Module 6

Four Tuesdays 4:00-5:00 pm

(May 7, 14, 21, and 28)

Module 7

Four Mondays 4:00-5:00 pm

(May 6, 13, 20, and 28**)

(Note the 28th is a Tuesday due to the holiday weekend)

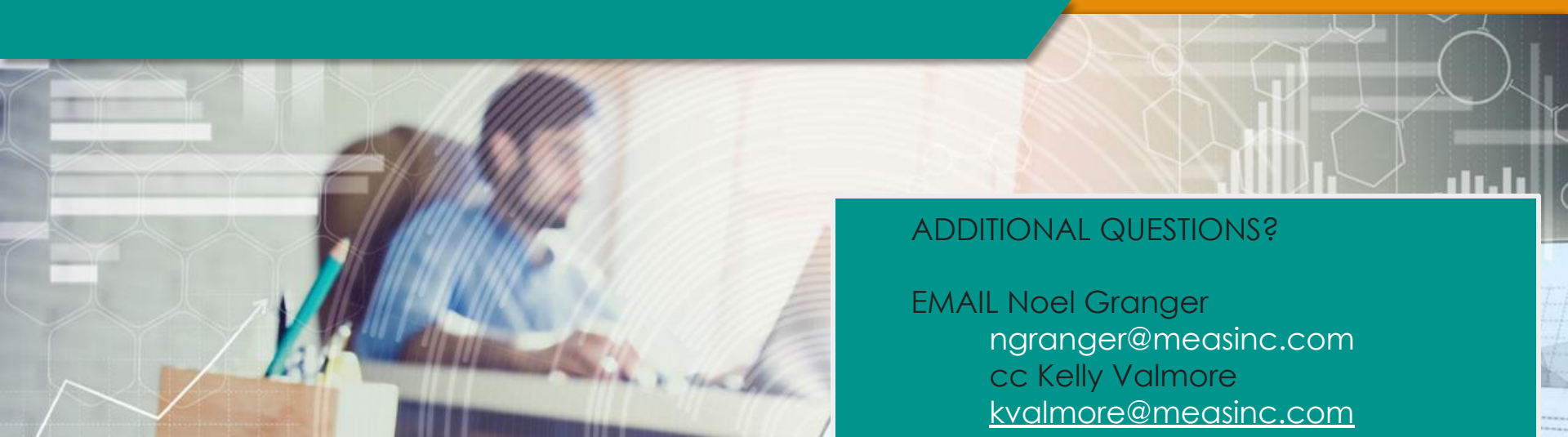
Dates and Resources

Dates to Remember

- Coaching Dates – refer to previous slide
- Completed workbooks due June 14.
- First Draft of Plan due for Review: June 14
- Plan Review and Feedback: June 14-28 (only one round of feedback provided)
- Final Plan due: July 12

Resources Available

- TALE Academy – all materials
- Training Guidance and Template
- Facilitator Toolkit – Available week of April 30
- Coaching Sessions
- Peer Review Process
- Collaboration or Thought Partner process
- Office Hours – general and individual upon request



ADDITIONAL QUESTIONS?

EMAIL Noel Granger
ngranger@measinc.com
cc Kelly Valmore
kvalmore@measinc.com

Participate in open office hours:

- <https://us06web.zoom.us/j/5182606150?omn=81652801459>
- Meeting ID: 518 260 6150
- PW: Myschool#1

Wednesdays and Thursdays, 3:30-4:30

Request your own office hours.



THANK YOU
FOR YOUR
WORK!