

9 Teacher Training Task Timeline

Use this sample timeline and task list to keep track of who will be responsible for the activities in preparation for your training.

A MONTH BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Check in with trainer about training agenda	_____
<input type="checkbox"/> _____	Share agenda with coaches to learn more about what kinds of support teachers currently need	_____

3 WEEKS BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Receive recommended additions/revisions from coaches on the agenda and share them with trainers	_____
<input type="checkbox"/> _____	Incorporate recommendations from coaches and finalize the agenda	_____
<input type="checkbox"/> _____	Send email invitation and flier to teachers	_____
<input type="checkbox"/> _____	Send teacher-commitment-signature pages to coaches	_____
<input type="checkbox"/> _____	Plan for transporting materials (manipulatives, computers, notepads, etc.)	_____
<input type="checkbox"/> _____	Email trainers to get a list of materials they need	_____

2 WEEKS BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Send finalized agenda to coaches	_____
<input type="checkbox"/> _____	Plan and list materials needed	_____
<input type="checkbox"/> _____	Draft announcements for the morning of training	_____
<input type="checkbox"/> _____	Set up a call for trainers and coaches to talk about training	_____
<input type="checkbox"/> _____	Make small-group and table assignments	_____

1.5 WEEKS BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Plan for the day of training: confirm attendance, finalize small groups, seating, etc.	_____

1 WEEK BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Follow up with teachers to make sure they have RSVPed to coaches	_____
<input type="checkbox"/> _____	Finish making materials for small groups and the whole group	_____
<input type="checkbox"/> _____	Finish drafting printed instructions for review (instructions for registration, small groups, sign-out, public transportation vouchers, etc.)	_____
<input type="checkbox"/> _____	Get registration list	_____
<input type="checkbox"/> _____	Create materials for teachers (binders/folders, toolkits)	_____
<input type="checkbox"/> _____	Make folders for coaches and trainers	_____
<input type="checkbox"/> _____	Have a call with trainers and coaches	_____

3 DAYS BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Make name tags	_____
<input type="checkbox"/> _____	Create attendance tracking form	_____
<input type="checkbox"/> _____	Prepare sign-out sheets	_____
<input type="checkbox"/> _____	Prepare incentives and for attendance and receipt form if offered	_____

2 DAYS BEFORE TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Send a reminder to teachers	_____
<input type="checkbox"/> _____	Send day-of assignments to coaches and training support staff (with agendas and table assignments)	_____
<input type="checkbox"/> _____	Create a list of people with incomplete payment information and prepare forms for those people to fill out on the day of training	_____

TRAINING DAY

2 BUSINESS DAYS AFTER TRAINING

Complete/ Date	Task	Person Responsible
<input type="checkbox"/> _____	Report on attendance to coaches and directors	_____
<input type="checkbox"/> _____	Organize materials that were used and that may be needed for future training	_____
<input type="checkbox"/> _____	Coordinate/facilitate small-group discussions with coaches and trainers to review training	_____
<input type="checkbox"/> _____	Send thank-you notes to administrators and teachers who attended	_____