



## Training Plan Worksheet

This training plan worksheet is a companion to 321insight's ParaSharp and Trauma Informed Training Series. The goal of this worksheet is to help you identify and reach your goals for the school year.

Before using this tool, login to your 321insight account to reference the videos and series implementation guides as you go through this planning worksheet.

[www.321insight.com/login](http://www.321insight.com/login)

Developing a training plan takes four steps.

1. Set your goals.
2. Start with one strategy.
3. Follow up with discussion.
4. Support ongoing implementation and training.

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## Step 1: Set Your Goals

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Depending on the training series you are using, there are many different topics you can focus on. Check the below boxes to determine which topics you want to focus on MOST this school year.



- Adverse Childhood Experiences (ACEs)
- Building Resiliency
- Regulation Strategies
- The Crisis Cycle
- Building a Trauma Informed classroom
- Job-Specific Tools

- Personal and Professional Boundaries
- Understanding and Managing Behavior
- Managing a Crisis
- Helping Students Build Skills
- Thinking and Acting Proactively
- Diversity and Inclusive Practices

### Other

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Our #1 Goal is:

## Step 2: Start With One Topic

Now that you have identified your #1 goal for the year, let's start there. You can also re-use this page to address the other topics you want to focus on this year.

The topic we will focus on is:

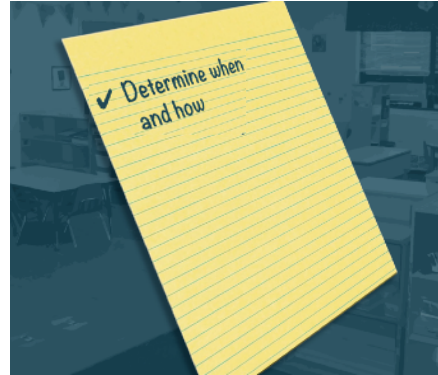
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Tools we will use to address the training topic	Where	When
<i>Example: The Crisis Cycle video and discussion guide</i>	<i>Staff meeting</i>	<i>8/21 at 2:30 pm</i>
<input type="checkbox"/> Video: _____		
<input type="checkbox"/> Summary		
<input type="checkbox"/> Discussion guide / group discussion		
<input type="checkbox"/> Quiz		
<input type="checkbox"/> Visual reminders to be posted:		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
<input type="checkbox"/> Other: _____		

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## Step 3: Follow up with Discussion

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The videos are a great place to start, but it is the group discussion accompanying the videos that typically leads to long-term success. Use the tools you identified in step 2 to guide your discussion and to customize the training to meet the needs of specific situations your staff are facing every day.

**The topic we will focus on is:**

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**Situations staff are facing:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How the situation relate to the topic:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Step 4: Support Ongoing Implementation

Once you have had your training, that isn't the end. In order to sustain the learning, knowledge, and strategies, your staff need to be supported throughout the school year.

You can set up your plan for success by creating a simple, actionable plan. Use the below space to set up your plan for success!

### Example supports

- Follow up with staff 2 weeks after each training to see how the situations you discussed have improved (via email or meeting).
- Follow up with staff to ensure they take the quiz associated with the video 3 weeks after the training.
- At each training, recap the previous topic and share how each strategy learned will build upon the next topic.
- Collect feedback three times per year to understand staff needs, and share with 321insight so that we can continue to develop the series in a way that meets your needs.

### Your support plan

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- \_\_\_\_\_  
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