| **TWO MONTHS BEFORE** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person(s) Responsible | Date to be Completed |
| Select a Training Location and Dates | Select a training location.  Set dates for each of the six sessions (minor adjustments may be needed to match school calendars).  see **Ci3T Training Preparation Location Inquiries**(Ci3T Trainer Resources) |  |  |
| Secure District and School Commitments | Review all applications and request the written agreement with the district. The application details the required support of resources for the teams to attend training (e.g., substitute teachers) and make decisions (e.g., screening practices, new curricula, as needed).  Request the written agreement with the school administrator. The **Ci3T Training Application** provides and overview of Ci3T models, the professional learning series and commitments (e.g., resources needed, attend all training sessions, schedule time for team meetings)  see **Ci3T Training Application** and **Ci3T Template Emails Pre-Training**  for commitments and template district and school approval letters (Ci3T Trainer Resources) |  |  |
| Qualtrics Structure Set Up | Qualtrics Data Collection System  1. Create a [Qualtrics.com](http://www.qualtrics.com/) account  2. Import **Schoolwide Expectations Survey for Specific Settings (SESSS)** survey template (see ci3t.org for .qsf file) into Qualtrics.com (instructions here: [Importing Qualtrics Surveys](http://www.qualtrics.com/university/researchsuite/advanced-building/advanced-options-drop-down/import-and-export-surveys/) or read **Qualtrics Surveys General Walk Through** [Ci3T Training Measures])  Currently, a free Qualtrics.com account allows for one survey (e.g., SESSS) to be active at a time, which can be sent to multiple schools. Alternately, printable versions (including large print) of all measures are also available at ci3t.org  **Ci3T Trainers** have access to the following support documents, in addition to the free-access documents on the website:  **SESSS Qualtrics Report Walk Through**  **SESSS Report Template** (Ci3T Trainer Resources) |  |  |
| Pre-Training Logistics Email | Schedule informational meeting for each school to provide an overview of Ci3T at least one month before training.  See Principal Information Email, **Ci3T Template Emails Pre-Training** (Ci3T Trainer Resources) |  |  |
| Send information about selecting **Ci3T Leadership Team** members to building principals (review application for **Ci3T Leadership Team** commitments)  see Principal Information Email, **Ci3T Template Emails Pre-Training** (Ci3T Trainer Resources) |  |  |
| Obtain the names and contact information for the schools’ **Ci3T Leadership Team** Members.  see Principal Ci3T Leadership Team Registration Email, **Ci3T Template Emails Pre-Training** and **Ci3T Leadership Team List** (Ci3T Trainer Resources) |  |  |
| Obtain a faculty and staff roster for participating schools in order to email surveys using Qualtrics.com contact lists  see Principal Faculty & Staff Roster Request, **Ci3T Template Emails Pre-Training** (Ci3T Trainer Resources) |  |  |
| Send recommended reading list to **Ci3T Leadership Team** members, **Ci3T Coaches**, and **District Decision Makers**  see **R01 Recommended Readings Training Year** (Ci3T Leadership Team Resources, Ci3T Trainer Resource, and District Decision Makers); also Principal Recommended Readings, **Ci3T Template Emails Pre-Training** (Ci3T Trainer Resources) |  |  |
| Support school **Ci3T Leadership Teams** in scheduling meeting between each session - team meetings and faculty and staff meetings  see **Meeting Schedule for Ci3T Leadership Team and Faculty and Staff**(Ci3T Trainer Resources) |  |  |
| Select a Training Location | Prepare **Ci3T Professional Learning Series Sample Budget** (Ci3T Trainer Resources) for the series and select a training location  see **Ci3T Training Preparation Sample Budget** and **Ci3T Training Preparation Location Inquiries**(Ci3T Trainer Resources) |  |  |
| Prepare for School Informational Meetings | Create Informational Meeting Presentation  See ci3t.org for information to develop this presentation |  |  |
| Create Qualtrics contact lists for each school’s faculty and staff (using contact rosters from schools) and **Ci3T Leadership Team** (using **Ci3T Leadership Team List**) |  |  |

| **ONE MONTH BEFORE** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Hold Informational Meeting with Faculty and Staff | Send surveys from Qualtrics or have paper copies:   * All faculty and staff complete informational letter (created using the **Ci3T Training Application**, demographic form, Schoolwide Expectations Survey for Specific Settings (SESSS) * Team members complete KCU Survey, parent demographic form   Set a two-week window for Qualtrics survey completion.  Collect paper copies at the end of the meeting with a return trip planned to collect any remaining or from those who were absent.  see Ci3T.org > Measures for SESSS and KCU; and **Ci3T Training Application** (Ci3T Trainer Resources) |  |  |
| Build Organizational Management Structures | Create a physical system for organizing data, communications, and printed training materials |  |  |
| Select and set up a secure electronic file sharing system. Dropbox examples will be used through the book, but trainers may decide to use any district approved system  see **Dropbox Instructions**for FAQ and folder set-up structure (Ci3T Trainer Resources) |  |  |
| Prepare Training Materials and Communicating with Coaches | Become familiar with training materials; consider reviewing the **Ci3T Blueprint Exemplars.**  Share materials with **Ci3T Coaches** and schedule meeting with **Ci3T Coaches** for two weeks prior to Sessions 1.  see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary;**  **Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School**  (Ci3T Exemplars) |  |  |
| Create Team Email Contact Cards | Create email contact cards for each school’s **Ci3T Leadership Team**. Include **Ci3T Trainers** and **Ci3T Coaches** assigned to teams on the contact cards.  Use contact cards for all **Ci3T Leadership Team** communications. |  |  |
| Become Familiar with School and Team Members | Introduce yourself to all team members (in person or by email)  Ask **Ci3T Coaches** to do the same and also review school website, and attend a school faculty/staff meeting, if possible.  If unfamiliar with teams, recommend **Ci3T Coaches** create a team profile (pictures of team members, grade levels, etc.) |  |  |

| **TWO WEEKS BEFORE** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Close SESSS Survey window | Close Qualtrics surveys and prepare **SESSS Report Template** for each school  see **SESSS Report Qualtrics Walk Through**(Ci3T Training Measures) |  |  |
| Close KCU Survey window | Close Qualtrics surveys and prepare **KCU Multiple Choice Report Template** pre-training columns for each school (optional to distribute at Session 1 or wait until post-training data are complete)  **Qualtrics Reports General Walk Through**(Ci3T Training Measures) |  |  |
| Populate Electronic File Sharing System | Populate **Ci3T Leadership Team** and **Ci3T Coaches** training folders in Drobox or other electronic file sharing system with materials  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resources) |  |  |
| Pack for Session 1 | Ensure that all items are acquired, prepared, and packed for training session    see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |
| Send Recommended Readings to Coaches | Provide **Ci3T Coaches** with supplemental reading and coaching protocols to review prior to the training  see **R01 Recommended Readings Training** Year(Ci3T Leadership Team Resources) and **Ci3T Training Coaching Protocol After Session 1** (Ci3T Coaches Resource) |  |  |
| Support Schools in Accessing Current Data | Ask **Ci3T Coaches** to support teams in collecting, compiling, and reviewing various sources of data to inform their thinking in Session 1 (e.g., academic indicators, office discipline referrals, attendance patterns, suspension) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ONE WEEK BEFORE** | | | |
| Action Items | Details | Person Responsible | Date to be Completed |
| Walkthrough of Session 1 | Meet with all **Ci3T Trainers** and **Ci3T Coaches** to walkthrough of the professional learning: electronic file sharing structure, training materials, content to be covered, and responsibilities. |  |  |
| Send Week-Before Email | Send the week-before reminder email to all **Ci3T Leadership Teams** using the contact cards  see Week Before Email, **Ci3T Template Emails Session 1**(Ci3T Trainer Resource) |  |  |
| Share SESSS Reports | Share the SESSS Reports with the school principals, district leaders and **Ci3T Coaches** if appropriate, so they may be prepared to support team discussions at Session 1. |  |  |
| Pack for Session 1 | Acquire and prepare remaining items, and pack for Session 1  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |
| Confirm Logistics with Training Venue | Confirm food, sound, audio, projector, and table/chair/podium set up plan  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |

| **DAY BEFORE** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Send Day-Before Email | Send the day-before reminder email to all **Ci3T Leadership Teams** using the contact cards  see Day Before Email, **Ci3T Template Emails Session 1**(Ci3T Trainer Resource) |  |  |
| Pack for Session 1 | Confirm all items are prepared and packed  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |

| **DAY OF** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Arrive early for set up | Arrive early to the venue (at the previous specified time). Check the set-up of team tables, access to electrical power, test audio and visual access.  Meet the venue coordinator to confirm catering times and logistics.  Prepare Team tables – school name signs on table, materials box and WiFi Cards.  Prepare Registration table – sign in sheets, name tags.  see **Ci3T Training Preparation and Packing List,** **Ci3T Training Preparation Room Layouts, Ci3T Training Preparation Set Up Interactive Photos, Ci3T Training Tickets,** (Ci3T Trainer Resources) |  |  |
| Greeting teams | Greet **Ci3T Leadership Team Members** as they arrive. Show them to their tables, invite them to get food and drinks, and then invite them to access the internet and Dropbox (or other shared file system used). |  |  |

| **DAY AFTER** | | | |
| --- | --- | --- | --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Communications | Send thank you email to all teams.  Keep in touch with **Ci3T Coaches.**  Follow up with all commitments made during the session.  see Thank you Email, **Ci3T Template Emails Session 1**(Ci3T Trainer Resource) |  |  |