Ci3T training Protocol Session 2

| **WEEK BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Walkthrough of Session 2 | Meet with all **Ci3T Trainers** and **Ci3T Coaches** to do a walkthrough of the training: electronic file sharing structure, training materials, content to be covered, and responsibilities.  See **Ci3T Agenda Session 2, Ci3T Pacing Guide Session 2, Ci3T Session Content Table, Ci3T Presentation Session 2, Ci3T Blueprint Definitions** (Ci3T Trainer Resources) |  |  |
| Send Week-Before Email | Send the week-before reminder email to all **Ci3T Leadership Teams** using the contact cards  see **Ci3T Template Emails Session 2** for week before email**(**Ci3T Trainer Resources) |  |  |
| Send Recommended Readings to **Ci3T Coaches** | Provide **Ci3T Coaches** with supplemental reading and coaching protocols to review prior to the training  see **R01 Recommended Reading Training Year** and **Ci3T Training Coaching Protocol After Session 2** (Ci3T Coach Resources) |  |  |
| 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 Resources) |  |  |

| **DAY BEFORE** | | | |
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| 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 **Ci3T Template Emails Session 2**for day before email (Ci3T Trainer Resources) |  |  |
| Pack for Session 2 | Confirm all items are prepared and packed  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |

| **DAY OF** | | | |
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| Action Items | Details | Person(s) Responsible | When Completed |
| Arrive early for set up | Arrive early to the venue (at the previously specified time). Check the set-up of team tables, access to electrical power and Wi-Fi, test audio and visual access.  Meet the venue coordinator to confirm catering times and logistics.  Prepare **CiI3T Leadership team** tables – school name signs on table, materials box, What Works Clearinghouse cards, SAMHSA cards, Wi-Fi cards, Dropbox instructions.  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 Ticket** (Ci3T Trainer Resources) | Trainer facilitates |  |
| Greet | **Ci3T Coaches** circulate to troubleshoot Wi-Fi access and Dropbox or other electronic file sharing system with teams (make sure everyone has access before training begins if possible)  see **Wi-Fi Table Card** and **Dropbox Instructions**for FAQ and folder set-up structure (Ci3T Trainer Resources) | Trainer & Coaches |  |
| Assign Roles | Welcome! Have **Ci3T Leadership Teams** assign a facilitator (to help start and close conversations) and a note-taker (take notes and work in documents) \*\*Remind **Ci3T Leadership Teams** to always *Save As* documents with the current date to ensure work is not lost. | Trainer facilitates |  |
| Follow Pacing Guide | Use pacing guide to guide use of handouts and timing of presentation.  see **Ci3T Presentation Session 2** and **Ci3T Pacing Guide Session 2** (Ci3T Trainer Resources) | Trainer facilitates |  |
| Drafting *Academic* Component ACTIVITY | Have **Ci3T Leadership Teams** draft the academic responsibilities for all stakeholders in **Ci3T** **Blueprint A Primary (Tier 1) Plan**Include all initiatives (e.g., blended learning) and core curriculum used in the building including name and dosage  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary;**  **Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School**  (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| Drafting *Social* Component ACTIVITY  (SAMHSA and WWC research) | Have **Ci3T Leadership Teams** draft the social skills responsibilities for all stakeholders in **Ci3T** **Blueprint A Primary (Tier 1) Plan** **Ci3T Leadership Teams** will search SAMHSA and WWC sites to help them select 3-5 top choices for a validated social skills curriculum to implement.   * Use **SAMHSA Protocol**and **What Work Clearinghouse Protocol**to support site navigation * Identify programs that fit with the school community’s identified needs * Have **Ci3T Coaches** record top 3-5 choices for each **Ci3T Leadership Team** for districts to look over and make decisions   see **SAMHSA Protocol*,* What Work Clearinghouse Protocol** (Ci3T Trainer Resources)  and**Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary;**  **Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| Drafting Reactive Plan ACTIVITY | Have **Ci3T Leadership Teams** draft the **Ci3T Blueprint B Reactive Plan.**Have **Ci3T Leadership Teams** visit [PBISApps](https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx) for information on behavior data tracking or have **Ci3T Leadership Teams** download examples of behavior definitions and office discipline referral example [from pbis.org](http://www.pbis.org/common/cms/files/NewTeam/Data/ReferralFormDefinitions.pdf).  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   See **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary;**  **Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| Using the SESSS- ACTIVITY | Have **Ci3T Leadership Teams** take out the **SESSS Report** (in black folders on team tables or in Dropbox; 2 **SESSS Report** copies per team if paper copies). If not completed in Session 1, continue to:   * Step 1: Highlight any expectations which 75%+ of faculty and staff viewed as critical for success in one color. * Step 2: Highlight expectations which 50-74% of faculty and staff viewed as critical for success in another color.   If highlighting has been completed:   * **Ci3T Leadership Teams** decide on 3-5 main school-wide expectations * Draft their **Ci3T Blueprint C Expectation Matrix** using their SESSS results  see **Ci3T Training Preparation and Packing List** (Ci3T Trainer Resources) and**Ci3T Blueprint C Expectation Matrix** (Ci3T Blueprint Materials) | Trainers, Coaches, Teams |  |
| Drafting *Behavior* Component ACTIVITY | Have **Ci3T Leadership Teams** draft the social skills responsibilities for all stakeholders in **Ci3T** **Blueprint C Expectation Matrix**Include references to proactive and reactive components of the plan  * Encourage **Ci3T Leadership Teams** to explore [pbis.org](http://www.pbis.org) and name the site in their manual for stakeholder reference. * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| WORKING LUNCH | Consider videos on [ci3t.org](http://www.ci3t.org/) on topics of rolling out and reinforcement   * **Video “Ci3T Kickoff: Middle School” on rollout** * **Panel Discussion Video 3: Rolling Out Your Plan** * **Panel Discussion Video 4: Reinforcement** * [Imma Be](http://www.schooltube.com/video/776d7a709d8a9173f1ae/Imma%20Be) |  |  |
| Drafting *Procedures for Teaching* ACTIVITY | Have **Ci3T Leadership Teams** draft the procedures for teaching for all stakeholders.  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| Drafting *Procedures for Reinforcing* ACTIVITY | Have **Ci3T Leadership Teams** draft the procedures for reinforcing for all stakeholders.  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **R05 Reinforcement Logistics** (Ci3T Leadership Team Resources)**, Table Talk 04 Reinforcement** and **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |

# Training Tips:

* Precorrect **Ci3T Leadership Teams** documents will only be drafted, not polished when they leave. This may cause frustration, but it allows for faculty and staff to be able to have a true opportunity to be part of the build if it is not completed. Faculty and staff need the opportunity to give feedback and be part of the build to increase buy in.
* Remind **Ci3T Leadership Teams** this is just a building and development year, nothing is changing this year.
* Support **Ci3T Leadership Teams** in using the **Ci3T Exemplars** to guide their drafting.
* Social skills funding is often a concern. Encourage **Ci3T Leadership Teams** to consider applying for grants through cooperative charities if funding is not available through their school budget. Districts can also potentially negotiate discounts for large-scale purchases.
* Encourage **Ci3T Leadership Teams** to visit ci3t.org for ideas on reinforcing and teaching the plan, as well as pbis.org for evidence and resources for PBIS.

| **DAY AFTER** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Send Thank You Email | Send the thank you email to all **Ci3T Leadership Teams** using the contact cards to remind them of homework items for next time and next training date.  see **Ci3T Template Emails Session 2**thank you emailand **R01 Recommended Readings Training Year(**Ci3T Trainer Resources) | Trainer |  |