

## Train-the-Trainer Planning Guide

Effective Train-the-Trainer requires among other things: Clear district goals and expectations, a thoughtful training plan, expert training for trainers, and on-going follow-up. Below are recommended guidelines and best practices for establishing Train-the-Trainer in your district.

### **For effective Train-the -Trainer, the following should be planned in advance:**

#### **Goals**

- What is the end goal of Train-the-Trainer?
- What are teachers users expected to do?
- How will you make principals and key leaders aware of the expectations/goals? How will you garner their support?

#### **Plan** - A clear training plan should be developed for each trainer:

- To which site(s) is each trainer assigned?
- Who is being trained? Grade level/department team, principals, curriculum team?
- What are the key outcomes of the trainings? What should participants walk away knowing how to do? Why?
- By what date(s) do the trainings need to be completed?

## Who are the trainers?

- Experienced trainers are highly recommended.
- Trainers should be respected by peers.
- Trainers should be extremely collaborative with excellent people skills.

## What are the expectations of the trainer?

- Who will convey the purpose of the teacher trainings to principals?
- When will principals be trained?
- What follow up can they expect for their staff after the initial trainings?

## Principals/Admins

- What will they train?
- What specific sites/groups is each trainer expected to train?
- When should trainings be completed?
- What is the district message and expectations of all sites? Purpose of IO Assessment?

## Train-the-Trainer Schedule Overview

Train the Trainer is a 3-day training program designed to make your trainers experts in IO Assessment and confident in delivering trainings. The general schedule is described below. Each training is generally separated by a couple of weeks to allow trainees time to practice, digest, and begin training their sites/groups. The focus is on learning the basics of IO Assessment and how to effectively train teachers.

### Day 1

Full Day on essentials of IO Assessment for teachers: General navigation, customizing homepage, quick access to student information, test-building and test-taking. Hands on practice in IO Assessment and discussion on habits of effective trainers. Site-by-site training schedule reviewed.

Preparation:

- District develops clear expectations for how teachers will use the system.
- District develops site-by-site training plan in advance of the training.

### Day 2

Full Day on test administration and reporting: Q/A from first session. Test administration (online and scanning). Quick Reports, Assessment Dashboard, and Report Builder (optional). Hands on practice in IO Assessment and discussion on habits of effective trainers. Set school training schedule.

Preparation:

- Principals aware of the training plan
- Trainers schedule trainings with appointed sites.

### Day 3

Half Day of review and culminating task. Mock trainings - present to mini-groups on how to train IO Assessment.

Preparation:

- Trainers come prepared to do Mock trainings.

## On-Going, Long-Term Plan

- What is the on-going, long-term training plan?
- When will this be shared district-wide?
- What additional opportunities for follow-up training will be provided district wide?
  - Tech Cafes
  - Webinars
  - District training schedule
  - Focused trainings: reporting for admins, Item creation for assessment teams, supporting PLC's, etc.
- How can sites get/request additional trainings, support, etc.?

***Important: Effective Train-the-Trainer only works if a strong plan and clear goals are developed and carried out. The above planning guide is based on best practices working with districts. Without a strong plan and district wide support, Train-the-Trainer may not yield the expected results.***

### Sample Trainer Schedule:

Site/Principal	Date	Who is being trained?	Agenda