

Sequence for PDN Training Events

| Timeline | Training Event | Participants |
|----------|---|--|
| | Program Coach Orientation – Webinar Launches monthly calls that ECTA-PD team will conduct | <ul style="list-style-type: none"> • Program Coach • State Coordinator |
| | Meet-and-Greet Site Visits Program Coaches assigned to sites make “meet-and-greet” visits (if needed) | <ul style="list-style-type: none"> • Program Coach assigned to sites |
| | Program-Wide Implementation Planning – On-Site, 2 Days Brief Program Coach meeting after 1 st training day | <ul style="list-style-type: none"> • Site Leadership Teams • All Program Coaches • State Coordinator • SLT members can observe, however this a working meeting for site leadership teams |
| | Site Practitioner Coach Training – Webinars*: 5 sessions that are 2 weeks apart Dates and times of calls will be established at Program-Wide Implementation Planning | <ul style="list-style-type: none"> • Program Coaches • Site Practitioner Coaches • State Coordinator |
| | Site Data Coordinator Orientation – Webinar*: One 1-hour event | <ul style="list-style-type: none"> • Site Data Coordinators • Program Coaches assigned to sites • Other site leadership team members welcome to participate |
| | Program-Wide Staff Buy-In presentation – 1 hour at the program Anonymous staff poll completed and summarized | <ul style="list-style-type: none"> • Site Leadership Teams • Program Coaches |
| | Practitioner Training, Part 1 – On-Site, 2 Days Brief Program Coach meeting after 1 st training day | <ul style="list-style-type: none"> • Site practitioners • Site Leadership Teams • Program Coaches • State Coordinator • SLT welcome to participate |
| | Practitioner Training, Part 2 – On-Site, 2 Days Brief Program Coach meeting after 1 st training day | <ul style="list-style-type: none"> • Site practitioners • Site Leadership Teams • Program Coaches • State Coordinator • SLT welcome to participate |
| | Monthly Program Coach Calls* 1-hour events | <ul style="list-style-type: none"> • Program Coaches • State Coordinator |

| Timeline | Training Event | Participants |
|----------|---|---|
| | Program Coaches begins regular site communication Attend monthly leadership meetings Assist with data analysis Ensure positive movement on implementation plan | <ul style="list-style-type: none"> • Site Leadership Teams • Program Coaches |
| | Begin Quarterly Site Data Coordinator Calls* 1-hour events | <ul style="list-style-type: none"> • Site Data Coordinators |
| | Begin Monthly Site Practitioner Coach Calls* 1-hour events | <ul style="list-style-type: none"> • Site Practitioner Coaches • Program Coaches • State Coordinator |
| | Mid-year Program Meeting – 1 Day Conducted 4-6 months after Program-Wide Implementation Planning Programs provide progress presentation, review data, and address challenges Brief Program Coach meeting | <ul style="list-style-type: none"> • SLT • Site Leadership Team • Program Coaches • State Coordinator |
| | End-of-year Strategic Planning Meeting Conducted after Year 1 of implementation (9-12 months) or natural end of program year Programs engage in strategic planning for Year 2 of implementation Brief Program Coach meeting | <ul style="list-style-type: none"> • SLT • Site Leadership Team • Program Coaches • State Coordinator |

* All webinars and calls may be recorded and posted online for later viewing/listening.

The contents of this document were developed under cooperative agreements from the U.S. Department of Education, #H326P120002, #H326P17001, and #H326B170003, from the Office of Special Education Programs, U.S. Department of Education. However, these contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. ECTA Center Project Officer, Julia Martin Eile and NCPMI Project Officer, Jennifer Tschantz.



Office of Special Education Programs
U.S. Department of Education

This document can be found at:
<http://ectacenter.org/sig>

