



Arkansas TESS
Planning Document for Training Implementation
TESS Teacher Training

School District _____

How are you going to deliver training sessions to teachers [half-day, IDEAS, and follow-up sessions]?

Will you group teachers by like grade levels? _____

Will you offer full day trainings, partial day, or a combination of both? _____
When? _____

How will you make after-school sessions available for teachers who miss the training? _____

Next Steps _____

How will you structure the sessions (half-day, full-day components)? _____

What parts of the modules can teachers complete individually prior to attending a group session and what parts will you complete as a group?

Next Steps _____

Who needs to approve your plan prior to scheduling training sessions? _____

How are you communicating this to all prospective attendees? _____

What are your plans for assuring all those needing to attend will be notified? _____

Next Steps _____

Who will facilitate the trainings?

Will the facilitator be different depending on the groups of teachers? _____

What is your back-up plan in the event the designated facilitator cannot conduct the training?

How will you **ensure** all teachers have reviewed the technical requirements for using IDEAS/Teachscape software? _____

Next Steps _____

If you are filling this out as a district, has your district made a decision about whether or not teachers will be allowed to complete the training individually? _____ Who needs to be involved in this decision? _____

What is your target date to complete IDEAS/FFTES? _____

Have you set a deadline, other than the state deadline, for teachers to complete the training?

How will you follow-up to determine if this goal has been met? _____

Next Steps _____

How will you support teachers who need additional help in understanding domains/technology/PGBs/process? _____

Next Steps _____

What is your plan for teachers who are hired after the summer training? _____

Other considerations to discuss with leadership team at the district level? _____

Building leadership teams? _____
