



# Project Based Learning in Action

## Training Starter Template

[Also available as longer, customizable Training to Go]

**Objectives:** All participants in the training will be able to

- Scope steps and timeline for a project.
- Identify best processes and potential challenges in meeting steps and timeline.
- Develop processes to help youth prepare for demonstrations of learning.
- Create a check-in process and schedule.

**Total amount of time:** \_\_\_\_\_ **Number of participants:** \_\_\_\_\_

**Preparation:** \_\_\_\_\_ **Materials:** \_\_\_\_\_

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_____	_____
_____	_____
_____	_____

## Training Opening

- Engage participants \_\_\_\_\_ minutes  
(Begin with icebreaker/warm-up activity related to the topic.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Introduce the topic \_\_\_\_\_ minutes  
(Motivate participants, show them why the topic is important, and share objectives and agenda.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Training Middle \_\_\_\_\_ minutes

(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Using a sample project, have pairs of staff detail or scope its components and processes, with time estimates. Have pairs compare steps and timing. Discuss differences; agree on sample scope and timeline.
- Lead staff in a discussion of potential challenges, including timing, resources, and particular youth participants.
- Discuss options for demonstrating learning and what is needed to support youth in effectively demonstrating their learning.
- Drawing on the sample scope and timeline, determine when and how check-ins and reviews should occur for groups and individuals and how to ensure check-ins on learning.



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## Training Wrap-Up and Closing

- Summarize, consolidate \_\_\_\_\_ minutes  
(Connect again to the objectives, check for understanding, discuss questions.)

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- Plan next steps \_\_\_\_\_ minutes  
(Be specific about application to immediate practice.)

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- Closing comments \_\_\_\_\_ minutes  
(Acknowledge, motivate, and inspire.)

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## Post-training Assessment and Revision

- Check effectiveness of training through formal or informal assessment.
- Note changes to make.
- Note areas for additional training.