



# Creating a Training Plan for Staff

## Training

On which topics do staff need training?

- Understanding program goals for alignment
- Seeing themselves as afterschool educators
- Communicating with teachers and schools
- Supporting learning in homework time
- Knowing school content standards
- Creating project and activity objectives to link with content
- Understanding and using tools to develop 21st century, learning skills, and study habits, such as contracts
- Collecting attendance data by individual
- Communicating about attendance with schools
- Using data to plan programming or activities
- Documenting learning to share with teachers
- Other

How much time is available, and when, for staff training?

- During orientation
- During staff meeting time
- During program breaks
- In conjunction with school teacher professional development
- At conferences
- In professional development sessions scheduled during the year
- Other

Topic	Date	Time	Who participates	Who leads



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