



Communicating with Schools

Training Starter Template

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

- Identify the benefits and potential challenges of collaborating with school staff.
- List three tasks they plan to work on with school staff.
- Commit to specific steps in building communication between school and afterschool.

Total Amount of Time: _____

Number of Participants: _____

Preparation: _____

Materials: _____

Training Opening

- Engage Participants _____ minutes
(Ice breaker/warm up activity related to the topic)

- Introduce the Topic _____ minutes
(Motivate participants, show them why the topic is important, share objectives & agenda)

Training Middle _____ minutes

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

- Ask staff for definitions in their own words of alignment and integration. After general definitions are shared, ask how children and youth benefit from strengthening alignment with the school. Brainstorm and chart a list of benefits.
- Introduce specific alignment strategies, drawing from the Alignment Strategies. Note that some strategies may be readily implemented in the program, while others require more time and resources.
- Distribute and discuss the Alignment Strategies Worksheet. In pairs or small groups, select a few items that could be the priority of the program in the short and medium term.



Communicating with Schools

- Compare priorities across groups. Discuss potential pros and cons and decide on one or two priority areas to focus on as a program.
- If time, begin to create an action plan for the focus areas. You may wish to form committees that will continue to work on these over the next few weeks.

Training Wrap Up and Closing

- Summarize, consolidate _____ minutes
(Connect back to the objectives, check for understanding, and discuss questions)

- Plan Next Steps _____ minutes
(Be specific about application to immediate practice.)

- Closing Comments _____ minutes
(Acknowledge, motivate and inspire)

Post-training assessment and revision

- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training