



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
(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 and discuss the concept, 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 **Assessing Alignment Efforts** tool. Note that some strategies may be readily implemented in the program, while others require more time and resources.
- Distribute and discuss the **Assessing Alignment Efforts**. In pairs or small groups, select a few items that could be the priority of the program in the short and medium term.
- Compare priorities across groups. Discuss potential pros and cons and decide on one or two priority areas to focus on as a program.





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- Review the **Program Team Communication Process Form** with staff. Have staff identify what they already do, what they can work on in the short term and what are long term initiatives. Debrief and prioritize strategies.
- Next, divide staff into small groups and assign prioritized strategies. Have staff fill out the communication plan to develop tasks and action steps to build communication with schools. Have groups share out their plans and get feedback.

Training Wrap-Up and Closing

- Summarize and 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

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

