

Small Group Planning & Problem-Solving (SGPPS) Facilitator Professional Learning Plan

Goal: Participants will develop knowledge and skills to facilitate the SGPPS process with fidelity						
Objectives of Initial Training Sequence:						
<ol style="list-style-type: none"> 1. Understand the rationale for a structured small group planning/problem solving process 2. Understand components of interpersonal, teaming, and feedback skills that contribute to effective planning/problem solving facilitation 3. Apply the eight steps of the small group planning/problem solving process 4. Utilize tools to support ongoing learning and fidelity of small group planning/problem solving facilitation 5. Be able to independently practice facilitation of small group planning/problem solving process with peers 						
Planning		Learning & Implementation (PL Activities)			Evaluation	
Needs Assessment Data	Resources	Content/Focus	Format/Type	Participant Learning Outcomes (Knowledge, Skills, Beliefs, Practices)	Evaluation	Homework/ Follow Up
<p><i>Pre-Meeting</i></p> <ul style="list-style-type: none"> • Informal Data Collected via Planning Meetings with Participants' Supervisors/ Leadership • Joint Development of Scope, Sequence, Format of Training & TA 	<ul style="list-style-type: none"> • Module Infrastructure • Instructions for Access & Participation • Readings • FL PS Modules & Staff 	<ul style="list-style-type: none"> • Interpersonal/ Communication Skills • Giving/ Receiving Feedback Skills • SGPPS Process 	<ul style="list-style-type: none"> • Independent Self-paced Modules • Journaling • Interactive Quizzes • Readings 	<ol style="list-style-type: none"> 1. Articulate how problem-solving and SGPPS relate to MTSS 2. Discuss purpose of the SGPPS Process 3. Determine under what circumstances the SGPPS process is appropriate for use 4. Identify the 8 steps of the SGPPS process 5. Identify interpersonal communication skills critical to successful facilitation of SGPPS 6. Understand how effective application of giving/receiving feedback is necessary for building individual and group capacity for SGPPS 	<ul style="list-style-type: none"> • Module Completion Data • Quiz Responses 	<ul style="list-style-type: none"> • Module Reflection Journals (bring to Day 1)

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<p>Day 1:</p> <ul style="list-style-type: none"> Module Completion Data & Reflection Journals 	<ul style="list-style-type: none"> PPT & Agenda (shared in advance) Projector Handouts Flip Charts Markers 	<ul style="list-style-type: none"> Introductions PSing & MTSS Teaming & Collaboration Roles & Responsibilities Norms SGPPS Observation Guide SGPPS Innovation Configuration (IC) 	<ul style="list-style-type: none"> Face-to-Face Didactic Instruction Group Discussions of Modules Reflection Questions & Share Out Group Brainstorm & Development of Norms Video Observation/Modeling Fishbowl Demo 	<ol style="list-style-type: none"> Discuss best-practices in teaming and collaboration Identify importance of determining roles/responsibilities in SGPPS Understand the need for norm development in team development and ongoing processes Participate as a team member/observer in a mock SGPPS meeting Utilize an observation tool to monitor fidelity of SGPPS and provide feedback to facilitator Become familiar with a tool to monitor progress of SGPPS facilitation skills and determine areas in need of additional support 	<ul style="list-style-type: none"> Reflection & +/- Questions Observation of Participation in Activities 	<p>For Day 2:</p> <ul style="list-style-type: none"> Consider Goal(s) for SGPPS Practice Prepare for & Practice Assigned SGPPS Step
<p>Day 2:</p> <ul style="list-style-type: none"> Day 1 Participant Reflections & Recommendations Day 1 Participation 	<ul style="list-style-type: none"> PPT & Agenda (shared in advance) Projector Handouts Flip Charts Markers 	<ul style="list-style-type: none"> SGPPS Facilitator Practice Preparation for Intercession Assignments 	<ul style="list-style-type: none"> Group Reflections on Day 1 Facilitation Practice w/ Modeling & Feedback 	<p>Within the context of a mock practice session:</p> <ol style="list-style-type: none"> Employ steps of the SGPPS process with fidelity Apply best practices in teaming/collaboration Employ interpersonal communication skills Practice giving/receiving feedback skills Utilize tools to monitor fidelity of SGPPS and application of facilitator skills Become familiar with receiving ongoing modeling, feedback, and coaching 	<ul style="list-style-type: none"> Training Evaluation Reflection & +/- Questions Observation of Participation in Activities 	<ul style="list-style-type: none"> Intersession Activity: Video record SGPPS Facilitator Practice Session

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<u>Intersession Activity 1</u>	<ul style="list-style-type: none"> Practice Group/Team Video Recorder Training Notes & Observation Tools 	<ul style="list-style-type: none"> SGPPS Facilitator Practice 	<ul style="list-style-type: none"> Participant Demo Trainer Review of Video w/ Feedback 	Within the context of a recorded practice session: <ol style="list-style-type: none"> Employ steps of the SGPPS process with fidelity Apply best practices in teaming/collaboration Employ interpersonal communication skills Practice giving/receiving feedback skills Utilize tools to monitor fidelity of SGPPS and application of facilitator skills Continue to become familiar with receiving ongoing modeling, feedback, and coaching 	<ul style="list-style-type: none"> Participant self-reflection Individual feedback Session with Trainers 	<ul style="list-style-type: none"> SGPPS Observation Form Self-Report (to bring to Day 3)
<u>Day 3:</u>	<ul style="list-style-type: none"> PPT & Agenda (shared in advance) Projector Handouts Flip Charts Markers 	<ul style="list-style-type: none"> SGPPS Facilitator Practice Preparation for Ongoing Training, TA, & Coaching 	<ul style="list-style-type: none"> Group Reflections on Intersession 1 Activity SGPPS Facilitation Practice w/ Modeling & Feedback 	Within the context of a mock practice session: <ol style="list-style-type: none"> Employ steps of the SGPPS process with fidelity Apply best practices in teaming and collaboration Employ interpersonal communication skills Practice giving/receiving feedback skills Utilize tools to monitor fidelity of SGPPS and application of facilitator skills Continue to become proficient with giving/receiving ongoing modeling, feedback, and coaching 	<ul style="list-style-type: none"> Training Evaluation Reflection & +/- Questions Observation of Participation in Activities 	<ul style="list-style-type: none"> Next Session: TBD

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<p><i>Ongoing Training, Technical Assistance (TA), & Coaching:</i></p> <ul style="list-style-type: none"> • Input from Participants' Supervisors/ Leadership • Participant Identified Needs 	<ul style="list-style-type: none"> • Variable as needed and appropriate 	<ul style="list-style-type: none"> • Variable as needed and appropriate 	<ul style="list-style-type: none"> • Ongoing Support Facilitated in a Number of Ways • Format Flexible Based on Specific Learner Needs • Designs Include: Face-to-Face Coaching; Co-Facilitation; Online TA; Observation Form Data Monitoring; Virtual or Live Practice Team Meetings; Peer Coaching 	<p>Objectives TBD based upon learner needs, as appropriate</p>	<ul style="list-style-type: none"> • Variable as needed and appropriate 	<ul style="list-style-type: none"> • Variable as needed and appropriate