

## 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:**

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><b><i>Pre-Meeting</i></b></p> <ul style="list-style-type: none"> <li>• Informal Data Collected via Planning Meetings with Participants' Supervisors/ Leadership</li> <li>• Joint Development of Scope, Sequence, Format of Training &amp; TA</li> </ul>	<ul style="list-style-type: none"> <li>• Module Infrastructure</li> <li>• Instructions for Access &amp; Participation</li> <li>• Readings</li> <li>• FL PS Modules &amp; Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Interpersonal/ Communication Skills</li> <li>• Giving/ Receiving Feedback Skills</li> <li>• SGPPS Process</li> </ul>	<ul style="list-style-type: none"> <li>• Independent Self-paced Modules</li> <li>• Journaling</li> <li>• Interactive Quizzes</li> <li>• Readings</li> </ul>	<ol style="list-style-type: none"> <li>1. Articulate how problem-solving and SGPPS relate to MTSS</li> <li>2. Discuss purpose of the SGPPS Process</li> <li>3. Determine under what circumstances the SGPPS process is appropriate for use</li> <li>4. Identify the 8 steps of the SGPPS process</li> <li>5. Identify interpersonal communication skills critical to successful facilitation of SGPPS</li> <li>6. Understand how effective application of giving/receiving feedback is necessary for building individual and group capacity for SGPPS</li> </ol>	<ul style="list-style-type: none"> <li>• Module Completion Data</li> <li>• Quiz Responses</li> </ul>	<ul style="list-style-type: none"> <li>• Module Reflection Journals (bring to Day 1)</li> </ul>

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<p><b>Day 1:</b></p> <ul style="list-style-type: none"> <li>• Module Completion Data &amp; Reflection Journals</li> </ul>	<ul style="list-style-type: none"> <li>• PPT &amp; Agenda (shared in advance)</li> <li>• Projector</li> <li>• Handouts</li> <li>• Flip Charts</li> <li>• Markers</li> </ul>	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• PSing &amp; MTSS</li> <li>• Teaming &amp; Collaboration</li> <li>• Roles &amp; Responsibilities</li> <li>• Norms</li> <li>• SGPPS Observation Guide</li> <li>• SGPPS Innovation Configuration (IC)</li> </ul>	<ul style="list-style-type: none"> <li>• Face-to-Face Didactic Instruction</li> <li>• Group Discussions of Modules</li> <li>• Reflection Questions &amp; Share Out</li> <li>• Group Brainstorm &amp; Development of Norms</li> <li>• Video Observation/ Modeling</li> <li>• Fishbowl Demo</li> </ul>	<ol style="list-style-type: none"> <li>1. Discuss best-practices in teaming and collaboration</li> <li>2. Identify importance of determining roles/responsibilities in SGPPS</li> <li>3. Understand the need for norm development in team development and ongoing processes</li> <li>4. Participate as a team member/observer in a mock SGPPS meeting</li> <li>5. Utilize an observation tool to monitor fidelity of SGPPS and provide feedback to facilitator</li> <li>6. Become familiar with a tool to monitor progress of SGPPS facilitation skills and determine areas in need of additional support</li> </ol>	<ul style="list-style-type: none"> <li>• Reflection &amp; +/- Questions</li> <li>• Observation of Participation in Activities</li> </ul>	<p>For Day 2:</p> <ul style="list-style-type: none"> <li>• Consider Goal(s) for SGPPS Practice</li> <li>• Prepare for &amp; Practice Assigned SGPPS Step</li> </ul>
<p><b>Day 2:</b></p> <ul style="list-style-type: none"> <li>• Day 1 Participant Reflections &amp; Recommendations</li> <li>• Day 1 Participation</li> </ul>	<ul style="list-style-type: none"> <li>• PPT &amp; Agenda (shared in advance)</li> <li>• Projector</li> <li>• Handouts</li> <li>• Flip Charts</li> <li>• Markers</li> </ul>	<ul style="list-style-type: none"> <li>• SGPPS Facilitator Practice</li> <li>• Preparation for Intercession Assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Group Reflections on Day 1</li> <li>• Facilitation Practice w/ Modeling &amp; Feedback</li> </ul>	<p>Within the context of a mock practice session:</p> <ol style="list-style-type: none"> <li>1. Employ steps of the SGPPS process with fidelity</li> <li>2. Apply best practices in teaming/collaboration</li> <li>3. Employ interpersonal communication skills</li> <li>4. Practice giving/receiving feedback skills</li> <li>5. Utilize tools to monitor fidelity of SGPPS and application of facilitator skills</li> <li>6. Become familiar with receiving ongoing modeling, feedback, and coaching</li> </ol>	<ul style="list-style-type: none"> <li>• Training Evaluation</li> <li>• Reflection &amp; +/- Questions</li> <li>• Observation of Participation in Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Intersession Activity: Video record SGPPS Facilitator Practice Session</li> </ul>

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

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