Foundational Services CIP AC & SP Training

Date

3 hours (could be more if going into more detail on each content area)

Agenda

**Welcome! Task to complete once you find your seat**

* Complete the PRE section of the Pre-Post
* On your table tent write
  + your name
  + job function (AC, SP, Core Planning Team, etc.)
  + ROE/ISC and Area

**What do you know about Foundational Services (ALL of Foundational Services, not just CIP)? Brainstorm, in table groups, on giant post-its, everything you know about Foundational**

**Services**.

* Individually, write down three facts (one per post-it note) about Foundational Services
* Find someone you do NOT know and introduce yourself and share one fact (*physically hand them one of your three post-it notes*). Repeat two more times.
* After gaining three new post-its and giving yours away, return to your table and table groups
  + brainstorm everything your group know about Foundational Services, recording answers on Giant post-it notes
  + select a reporter to share out your ideas with the larger group

**Foundational Services Overview**

* [foundationalservices.org](http://www.foundationalservices.org)
* Color info-graphic – use the one from the foundational services webpage as it will always be the most up-to-date version
  + Review of 7 topic areas

**How CIP has Evolved**

* Info sheet for CIP planning
* Top 5 discussion

**Protocol Evaluation**

* As a table group, evaluate the distributed protocol, recording any thoughts or suggestions for improvement.
* Select a reporter to share feedback and suggestions with the larger group
* Protocol piece-by-piece activity (record your “answers” in your action plan
  + As we work on each mini-activity -- utilize the information on the SMART board to guide you

**Complete action plan**

* pre-populated items that have not yet been completed
* identify what additional actions you will take -- both individually and/or with other people in your Area/ROE/ISC
  + **Examples** -- these are some ideas that you may want to include, but to which you should not limit yourself
    - divide districts among people in your office
    - discuss the people you are calling in your districts -- what is their job function? why are you calling them instead of someone else?
    - look at test data for the districts you are visiting
    - look at Rising Star to see any work that might have been completed to date

**General updates**

* Existing modules in the various topic areas
* How to get others trained in this material/protocol
* Evaluations

**Questions? What if? Barriers? Activity**

* On a post-it, write down any questions you have or think a district might have
* What - if...?
* Barriers...?
* Select reporter to share questions, what-ifs, and barriers with the larger group (crowdsourcing)

**Evaluation**

* Look at your Action Plan and Notes page
* Complete the POST section of the Pre-Post AND the reflection questions