

## School Planning Checklist for Team Teach Training

*This planning checklist is designed to assist schools and Team-Teach tutors plan for a successful training workshop.*

Action	Done
<b>BEFORE THE TRAINING COURSE (2 weeks prior):</b>	
<b>Initial meeting with Team-Teach Lead Tutor and School Executive staff</b>	
<p><b>1. <u>Scheduling - School</u></b></p> <p>a) Before the meeting with the Lead Trainer discuss a suitable date and time (i.e. 2 x 3hr sessions or 6/12 hr). This will be confirmed by the Team Teach Co-ordinator – Student Wellbeing &amp; Behaviour Support or email ..... Note: Cost to the school is \$25pp for workbooks.</p> <p>b) The Team Teach Lead Trainer will make a time to meet to discuss the needs of the school and the particular focus for the training in terms of physical responses.</p> <p style="text-align: center;"><b>The Team Teach Lead Trainer will:</b></p> <ul style="list-style-type: none"> <li>• Send the OH&amp;S checklist and Welcome Letter to the Principal to distribute to staff.</li> <li>• Remind Principals and Exec staff the importance of attending all the training sessions and to deliver the ‘Acknowledgement of Country’ at the beginning of the training session.</li> </ul> <p style="text-align: center;"><b>School:</b></p> <ul style="list-style-type: none"> <li>• Distribute the OH&amp;S checklist and Welcome Letter to staff. Principal to advise Team Teach Lead Trainer of any major physical limitations of particular staff, as this may affect the accreditation level that staff member receives after the training.</li> </ul>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p><b>2. <u>Room and facilities:</u></b></p> <p style="text-align: center;"><b>School:</b></p> <p>a) Identify a space for the theory component to be set up as table groups - such as in the library.</p> <p>b) Identify a space for the physical component - large space such as the hall.</p> <p>c) Trainers require a workable smart board or laptop/screen.</p> <p style="text-align: center;"><b>The Team Teach Lead Trainer will:</b></p> <ul style="list-style-type: none"> <li>• Check the physical spaces at the initial meeting to assess suitability.</li> </ul>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<p><b>3. <u>Catering: School</u></b></p> <ul style="list-style-type: none"> <li>• To arrange afternoon tea/ snacks or lunch as required.</li> </ul>	<p style="text-align: right;"><input type="checkbox"/></p>
<b>ON THE DAY OF THE TRAINING COURSE</b>	
<p><b>4. <u>Facilities/equipment - 2 hrs before training begins</u></b></p> <p>a) <b>School:</b> Ensure room/hall is set up in advance of trainers arriving- i.e. tables in position, chairs or mats cleared from hall, IT arranged and in working order.</p> <p>b) Remind staff to arrive on time to the training sessions and to be suitably dressed.</p> <p style="text-align: center;"><b>The Team Teach Trainers will:</b></p> <ul style="list-style-type: none"> <li>• Arrive at least 1 hour before session starts to setup training room with sign-on sheet, workbooks &amp; IT.</li> <li>• Ensure all staff sign on for the session/s and receive a course workbook.</li> </ul>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>
<b>AFTER THE TRAINING</b>	
<p><b>5. <u>The Team Teach Co-ordinator will:</u></b></p> <p>a) Send a tax invoice to the school after training is complete for the cost of workbooks.</p> <p>b) Send certificates and Summary Evaluation to the school when completed.</p>	<p style="text-align: right;"><input type="checkbox"/></p>
<p><b>QUESTIONS?? Contact:</b></p>	