

Training Schedule A Template

Training times of one- or two-hour blocks for focused training and/or support may be scheduled throughout the day. Use this format to develop a training schedule. These training times may be:

- ☐ before school
- ☐ after school
- ☐ planning times (specific grade levels or subject areas with common planning)
- ☐ lunch period (participants bring their own lunch)
- ☐ teacher planning or work days
- ☐ other

In order to identify available options for training, complete the following table by blocking available training times for specific groups. Customize the columns based on times teachers are willing to train (early or late) or on class period times. The grade or subject areas in the first column should be customized based on the target audience to be trained. The results of this table will indicate whether it's possible to have training/collaborative groups meet together based on grade levels or subject areas.

<i>Grade/Group</i>	<i>7:00</i>	<i>8:00</i>	<i>9:00</i>	<i>10:00</i>	<i>11:00</i>	<i>12:00</i>	<i>1:00</i>	<i>2:00</i>	<i>3:00</i>	<i>4:00</i>
Kindergarten										
First										
Second										
Third										
Fourth										
Fifth										