

# ACTION PLAN

## *Action Plan* for Trainers

Give some thought to the following questions. Some will be appropriate for you to answer given your situation; others you can skip.

### Who? ...

- ...will be teaching health?
- ...will be first to receive a *Michigan Model* workshop?
- ...will help me with materials?
- ...will help me with the workshop?

### What? ...

- ...do I need to do to get ready to provide staff development workshops on the *Michigan Model*?
- ...do I need to order?
- ...records do I need to maintain (e.g., mailing lists, agendas, contacts, materials, etc.)?
- ...questions do I need to ask here? at home?

### Where? ...

- ...will I store materials?
- ...will I conduct the workshops?

### When? ...

- ...will I conduct the workshops? days? frequency? times?
- ...will I fit it into my schedule?

### How? ...

- ...will I obtain administrative support?
- ...will I obtain parent support?
- ...will I motivate teachers to attend?

### Prioritize your tasks...

Task	Timeline	Who's Responsible
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



# Action Plan

Give some thought to the following questions. Some will be appropriate for you to answer given your situation; others you can skip.

**Who? ...**

- ...will teach health?
- ...will share materials?
- ...can help me?

**What? ...**

- ...do I need to do to get ready to teach health?
- ...questions do I need to ask?

**Where? ...**

- ...will I store materials?
- ...will I display the posters and charts?

**When? ...**

- ...will I fit *Michigan Model* in this year?
- ...will I fit it in next year?
- ...will I teach it? times? days? frequency?

**How? ...**

- ...will I encourage parent support?
- ...will I obtain administrative support/approval?

**Prioritize your tasks...**

**Task**

**Timeline**

**Who's Responsible**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

