Participant-Centered Technology Integration Training Checklist

I have clearly defined the results I want from the program by answering…

1.	"How do I want trainees to feel?"	Yes	No
2.	"What do I want trainees to be able to do?"		
3.	"What do I want trainees to know that they don't' already know?"		
4.	"Why don't we have these results already?"	Yes	No
5.	"What are the barriers that stand in the way of results?		

I understand…

6.	Technology training is a process, and the process is not over until we see results with positive changes in our students' attitudes, skills, and knowledge.	Yes	No

I have…

7.	Involved the district's decision makers and stakeholders in every way possible.	Yes	No
8.	Made sure that the district's decision-makers and stakeholders are part of the assessment.		
9.	Made sure that the district's decision-makers and stakeholders sign off on findings, recommendations, etc.		

I have taught principals and department leaders to prepare trainees for the training by…

10.	Principals and department leaders have told trainees why they are attending the training.	Yes	No
11.	Principals and department leaders have told trainees the objectives of the training.		
12.	Principals and department leaders have told trainees what they are expected to bring back to use on the job.		
13.	Principals and department leaders have told trainees what kind of post-training action plan is expected.		

Training is structured in the 90/20/8 rule by…

14.	I understand that adults can listen for 90 minutes, listen with retention for 20 minutes, and must be involved every 8 minutes.	Yes	No
15.	I have built content around 90 minute time-blocks.	Yes	No

I have built a strong opening that…

16.	Breaks pre-occupation and resistance	Yes	No
17.	Facilitates networking		
18.	Is relevant to the content of the course		

I planned the presentation to…

19.	Vary the way the material is presented	Yes	No
20.	Blend short lectures and demonstrations with a variety of small group and individual activities.		
21.	Build in a lot of variety.		

I have planned to make sure that there is reflection time.

22.	I planned to allow trainees individual time to think about what they are learning.	Yes	No
23.	I planned to allow trainees individual time to think about how they can apply what they are learning in their jobs with students.		

I planned the presentation to allow physical movement…

24.	I build in periodic activities that allow trainees to move around the room.	Yes	No
25.	I have options like wall charts to examine or add to, etc,		
26.	I involve trainees in stand-up activities in pairs or trios with people from other groups.		

I planned to presentation to periodically review the content…

27.	I build in times to review and reinforce the content.	Yes	No
28.	I find ways to have trainees tell each other and me what they have learned.		
29.	I find ways to have trainees complete or create a crossword puzzle, create or take a quiz, or create and share their action idea lists, etc.		

I deliver a strong close by…

30.	I allow trainees to celebrate what they have learned.	Yes	No
31.	I make sure that each person has an action plan.		
32.	I tie up any "Loose ends."		

I encourage post-session follow-up between trainees and their supervisors by…

33.	I provide a framework for post-session review by the trainee and supervisor to review what was learned and ensure that opportunities are created to use the attitudes, skills, and knowledge learned during the training on the job with students as quickly as possible.	Yes	No

I encourage networking between trainees by…

34.	I encourage trainees to communicate with each other after the training so that they can support one another's use of the attitudes, skills, and knowledge learned during the training.	Yes	No