Implementation Plan

By

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Learner Plan

Web 2.0 Tools, the Collaborative Bridge Between Students and Teachers to 21st Century Learning		
Component	**Activities and Directions**	**Comments**
Learner Identification	Participants for this training experience: 8 technology coaches Prerequisites for participation: Previous technology coaching training and certification.	
Schedule	1. Total number of learners participating: 67 classroom teachers 2. Meeting location: Media Center 3. Time of course will be determined by administration. 4. The course will meet during teacher planning period sessions,	

Notification	• Logistics
	
	  a. Participants are assigned to a training period and will attend when placed on training schedule by administration.
	
	  b. Participants will receive email from administration specifying date and times of attendance.
	
	  c. A reminder announcement will be made if necessary.
	
	• Course Description:
	
	  a. Purpose of Instruction: to prepare teachers to meet the demands for technology integration within the classroom.
	
	  b. Anticipated Outcomes: Successful integration as defined by the Technology	

	Integration Matrix. i. Participants will be able to identify web 2.0 tools for implementation. ii. Participants will be able to determine the implementation strategy. iii. Participants will be able to develop improved implementation strategies to address continuous improvement model. • Materials: a. Participant wiki. b. Laptop computer with wireless Internet capabilities c. Wireless internet connection will be provided at location. d. Smart board and peripherals.	
Tracking	Attendance will be verified by the administration through a sign-in sheet. Each participant will receive instructional materials on the first day of participation. Each participant will receive a IPGP, page 2 after successfully completing the course. Each participant will be expected to submit a lesson plan example of successful implementation on participant wiki.	Participants may be offered incentives by administration for successful innovation and implementation.

Facilitator Plan

Train the Trainers: Web 2.0 Tool Implementation		
Component	**Activities and Directions**	**Comments**
Facilitator Identification	Established Technology Coaches will lead this training.	Technology Coaches are tech-savvy teachers who have had previous instruction in training.
Training Schedule	1. Total number of trainers: up to eight. 2. Dates: To be determined based on need.	School site currently has eight coaches who may volunteer to provide this training.
Preparation	Prior to the trainer course, each coach will • Notify administration of intent to facilitate training. • Confirm receipt of facilitator and learner guide with media specialist. • All eligible coaches will meet with media specialist and administration for planning session.	• See attached Train-the-Trainer Agenda for more detail.

Train-the-Trainer Agenda

(*This is merely one sample. Construct an agenda that is most appropriate for your context.*)		
Topic	**Time**	**Content**
Day 1	8:05—8:50	45 minute training only. To be revised if necessary.
Introduction	8:05—8:10	Participants are greeted. Facilitator introduces the training by talking about the school technology implementation plan.
Overview of Instructional Development Process	8:10—8:15	Facilitator discusses learner profile and analysis summary.
Review Goals and Objectives	8:15-8:30	Facilitator review course goals, objectives, and performance tasks with the trainers.
Preview Guides for the Learner	8:30-8:35	Participants will work in pairs to review the tasks and activities in the learner guide.
Preview Guides for the Facilitator	8:35-8:40	Participants will work in pairs to review the tasks and activities in the facilitator guide.
Micro-teaching Session	0	In this instance, the trainers already have extensive practice, which makes this unnecessary.
Media Refinement Discussion	0	Participants will review media in asynchronously according to personal schedule on project wiki. Modifications will be discussed by email or discussion board post in blackboard.

Evaluation Plan	0	Technology Integration Matrix will be used for evaluation and participants have already been extensively trained to use this matrix.
Course Administration	8:40-8:43	Facilitator will share final administration details.
Closing Remarks	8:43---	Facilitator will take questions and focus on implementation of training.
Adjourn		Total Course Time: 45 Minutes

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