

# Training Instructional Plan and Content Outline

Please type this *Training Instructional Plan and Content Outline* form and submit it with the *Child Care Training Approval Application*.

Title			
Instructor Name:			
Format or Structure (please check one)			
<input type="checkbox"/> Group Setting	<input type="checkbox"/> Online	<input type="checkbox"/> Webinar	<input type="checkbox"/> Other

Training Content Includes (check all that apply)	
<input type="checkbox"/> Infant/Toddler <input type="checkbox"/> Preschool <input type="checkbox"/> School-age <input type="checkbox"/> Program Admin/Business Practices	
<b>Content Area (1 content area per 1 hour of training)</b> <i>*If training is multiple days, please indicate which hours are for which day.</i>	<b>Number of hours in this area</b>
<input type="checkbox"/> Planning a safe, healthy learning environment (includes nutrition)	
<input type="checkbox"/> Steps to advance children’s physical and intellectual development	
<input type="checkbox"/> Positive ways to support children’s social and emotional development (includes guidance and discipline)	
<input type="checkbox"/> Strategies to establish productive relationships with families (includes communication skills and cross-cultural competence)	
<input type="checkbox"/> Strategies to manage an effective program operation (includes business practices)	
<input type="checkbox"/> Maintaining a commitment to professionalism	
<input type="checkbox"/> Observing and recording children’s behavior	

## Early Learning Standard(s)

Include the sub-set of each standard addressed.

Infant/Toddler (birth to 3 years)	Preschool (3 – 5 years)
Area 1 – Social/Emotional Dev.	Area 1 – Social/Emotional Dev.
Area 2 – Physical Well-Being & Motor Dev.	Area 2 – Physical Well-Being & Motor Dev.
Area 3 – Approaches to Learning	Area 3 – Approaches to Learning
Area 4 – Social Studies	Area 4 – Social Studies
Area 5 – Creative Arts	Area 5 – Creative Arts
Area 6 – Comm., Lang., & Lit.	Area 6 – Comm., Lang., & Lit.
Area 7 – Mathematics	Area 7 – Mathematics
Area 8 – Science	Area 8 – Science

## Objectives

1.
2.
3.

## Content Outline

Specify all details that will be presented to participants in the training. (Including diversity, core values, material usage, etc.)

<b>1. Opening Activity</b>	Time
• Training Method	
• Specifics	
<b>2. Topic</b>	Time
• Training Method	
• Specifics	
<b>3. Topic</b>	Time
• Training Method	
• Specifics	
<b>4. Topic</b>	Time
• Training Method	
• Specifics	
<b>5. Topic</b>	Time
• Training Method	
• Specifics	
<b>6. Topic</b>	Time
• Training Method	
• Specifics	
<b>7. Topic</b>	Time
• Training Method	
• Specifics	
<b>8. Closing Activity</b>	Time
• Training Method	
• Specifics	

**Assessment of Learning**

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**Material List**

All handouts, videos, PowerPoint presentations, etc. submitted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Evaluation of Training**

CCR&R Evaluation (required)       Additional Evaluation (copy must be submitted)

**Training Work Cited List**

A minimum of three must be submitted.

1.
2.
3.
4.
5.

**Please submit the training approval form and additional requested materials to:**

**Regional Training Specialist  
Child Care Resource & Referral**

For Office Use Only	
Date Received	Date Decided
Decision (check one) <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Expiration Date
Reason for Denial	

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