

Sample Instructional Plan

- A. **Training Title:** Orientation to the Texas Trainer Registry
- B. **Target Audience Description:** The primary learners for this training will be early childhood trainers or adults wishing to become early childhood trainers. Typically these individuals will have early childhood educational backgrounds and/or work experience in the early childhood field.
- C. **Benefits to Target Audience:** During the last legislative session, a senate bill passed (SB 265) which lists the requirements of those providing training to child care professionals. One of the 7 options is that training can be provided by individuals listed on the Texas Trainer Registry. For those interested in applying to become registered trainers, completing this training is part of the application process.
- D. **Competency-based Learning Objectives (objectives needs to be written in SMART format: Specific, Measurable, Attainable, Realistic, & Time-Bound):**
During this training, successful participants will:
1. Identify what the TECPDS stands for
 2. Match the 4 current & 5 upcoming components of the TECPDS to their descriptions
 3. Complete a mock Texas Trainer Registry application packet
 4. State one benefit to being listed on the Texas Trainer Registry
- E. **Training Methodologies/Strategies:** This list represents some examples of training methodologies and is not inclusive of all existing methodologies.
1. **PPT with Content & Lecture:** Participants will review a PPT with information related to the TECPDS and the Texas Trainer Registry. Trainer will lecture participants on training content, giving participants open floor to ask questions at any time.
 2. **Handouts:** Upon arrival, participants will be provided with a handout packet to include:
 - PPT handouts
 - Texas Trainer Registry application forms/supporting docs
 - Trainer Qualifications Application
 - Training Proposal Form
 - Application Checklist
 - Application Timeline
 - Sample Welcome Letter
 - TECPDS Marketing Flyer
 3. **Games:** Participants will receive a sheet with a match-up game where they will have some time to match each component of the TECPDS with its description. Key words in the descriptions have been bolded in order to help make the game easy, rather than

frustrating.

4. **Hands-on Activities:** Participants will be asked to get together in groups (or by themselves if it is not a big enough group) and open a manila envelope that includes several illustrated pieces of paper. Some of the illustrated items are to be included in an actual Texas Trainer Registry application packet, some are not. Groups are to work together to determine which items to include. First group to provide me with a correct application packet wins the game.
5. **Question and Answers/Discussions:** Sufficient time will be provided at the end of the session for additional questions; however, questions and comments will be allowed throughout the session. Throughout the training certain topics will be brought up for discussion, such as the benefits of being listed on the Texas Trainer Registry.

F. Sequence of Training

Content	Methodologies/Activities/Strategies	Time
Introduction of Trainer & Learning Objectives		5 minutes
Introduction of the TECPDS: - The name - Organizational Hierarchy - Staff & Advisory Council - History - Purpose	Activity: Identify what the TECPDS stands for	2 minutes
	PPT Presentation w/lecture	18 minutes
Components of the TECPDS	Game: Match each component to its description	5 minutes
	PPT Presentation w/lecture	10 minutes
Current PD Trends in Texas	PPT Presentation w/lecture	5 minutes
Orientation to the Texas Trainer Registry: - Minimum Qualifications - Application Steps - Trainer Levels - Helpful Hits - Benefits	PPT Presentation w/lecture	10 minutes
	Group Activity: Put together a mock application packet	5 minutes
	Demonstration of sections in the application forms to be aware of	7 minutes
	PPT Presentation w/ lecture	3 minutes
	Discussion of benefits	5 minutes
Q & A	Discussion	10 minutes
Re-review Learning Objectives	Discussion	5 minutes
		Total: 1.5 hours