

## ALASKA SEED

# Examples of How to Complete an Instructional Plan for Training Approval



Below are examples of how to complete an instructional plan to submit with the Conference or Event Training Approval Application. Instructional plans must include all required components found in the left-hand column of these examples. Blank plans are provided on page 3.

### Conference Plan Example: plan for a 2-hour health & safety training titled SIDS & Shaken Baby

<b>A. Alaska Early Childhood Core Knowledge and Competencies (CKC)</b>	AKCKC Standard 1: Promoting Child Development and Learning A. Building Appropriate and Responsive Environments Tier 1: Maintains a physically and emotionally safe environment and creates learning spaces with focus on safety, health, routines, and play/exploration.
<b>B. Training Outcomes</b>	1) Participants will know what SIDS is and how to take specific precautions while caring for children to help prevent it. 2) Participants will know the State and MOA licensing regulations regarding sleep care for infants.
<b>C. Learning Methods</b>	Lecture/PPT, Audio recordings, Video, small group reflection.
<b>D. Alaska Early Learning Guidelines (ELGs)</b>	Domain 1: Physical Well-Being, Health, and Motor Development Goal Area: Safety (Safety Practices and Rules and Regulations)
<b>E. Assessment Tool</b>	Students will complete a short multiple choice quiz at the end of class to assess knowledge learned.
<b>F. Evaluation Tool</b>	A training evaluation will be utilized to collect information on trainer, training environment, and how useful the training was.

### Plan Example: plan for a business management class for Home Providers

<b>A. Training Outcomes</b>	Participants will learn best business practices for Home Provider Businesses including: <ul style="list-style-type: none"> <li>• Record keeping: how to record and track expenses</li> <li>• Contracts and policies</li> <li>• How to market your business</li> <li>• Tax preparation: business deductions, how to find a tax preparer</li> </ul>
<b>B. Learning Methods</b>	Lecture, Power Point, video, handouts/review of sample forms, group discussion and reflection.
<b>C. Assessment Tool</b>	At the end of the class, participants will complete a short, multiple choice quiz based on the training outcomes to assess their own knowledge gained.
<b>D. Evaluation Tool</b>	Trainer will distribute and collect a training evaluation form from each participant to assess the trainer, the training environment, and the usefulness of the training.

Visit [www.seedalaska.org](http://www.seedalaska.org) or [click here](#) to view Alaska's Early Care & Learning Core Knowledge and Competencies.

Visit [www.education.alaska.gov](http://www.education.alaska.gov) or [click here](#) to view the Alaska Early Learning Guidelines.