



## **CURRICULUM DEVELOPMENT AND IMPLEMENTATION PLANNING Organization Effectiveness Plan**

The planning process for Curriculum Development provides an opportunity for the district to determine the critical components needed to implement an articulated and coordinated curriculum. This process creates a plan to ensure that all staff are trained in and know how to use the created curriculum document as their primary planning tool for instruction. It also creates a plan on how to grow staff so they become the curriculum and instruction experts in the classroom. District representatives are lead through a 2 day process that defines seven critical components needed to articulate a curriculum development plan for implementation. Based on the define components the participants then create an action plan to ensure the intended curriculum and instruction is implemented across the district.

### **Who:**

Planning for Curriculum Development and Implementation is meant for district and campus-level administrators as well as lead teachers or department heads.

- Training is full at 25. Any overbooking must be approved.

### **When:**

- This is two consecutive day training.
  - Training dates should be scheduled prior to beginning the Curriculum Development Process.
  - Schedule is 8:00 a.m. to 4:00 p.m. with a one-hour lunch break.
- Trainings are available throughout the year.

### **Where:**

- District-sponsored trainings are held at an appropriate site that is conducive for adult learning.

### **Must Haves (Provided by Clients):**

- Post-It style flipchart pads with easel,
- Selection of colored markers,
- Post-It notes,
- Projector system with large screen, **speaker system** and lapel microphone.
- 40' x 70' room dimensions. (Training cannot be in a long/narrow room.)
- Room set-up should be in "Modified Chevron" shape with no participant's back positioned toward the presenter.
- Each meeting room should have comfortable chairs, good acoustics, and lighting that can be dimmed or brightened on demand.
- Wall space is needed to post at least 10 flip charts.
- Refreshments should be available to participants throughout the day. Meals may be coordinated or left up to participants individually – this is the client's choice.

**Visit our website at [www.learningkeys.org](http://www.learningkeys.org)**