

Maximizing the Impact of Best Practices Trainings Guidelines for Successful Participation

The LDOE School Improvement Best Practices initiative is designed to drive professional and student growth across Louisiana districts and schools. Intentional preparation this spring will help your educators to get the most out of this professional learning. This document is intended to help district leaders and school leaders prepare their teams to maximize the training experience.

District Leader Next Steps & Key Actions

Before the Training

1. **Communicate:** Communicate with your school leaders the dates and the purpose of the Best Practices trainings. As applicable, you can provide your school leaders with a choice of dates or share what date(s) the schools in your district are attending. All trainings are virtual.
2. **Plan with school leaders:** Share with school leaders that these trainings are designed for the school instructional leadership team (ILT) members. The ILT from a single school should attend the same trainings on the same date. If a school does not have an ILT, please identify key administrators and teacher leaders who could join the trainings this summer. Provide school leaders with the **School Leaders Next Steps & Key Actions** list, found on page 3 of this document.
3. **Prepare for registration:** Provide your school leaders with a deadline either for registering or for sending you the names and email addresses of the participants from their schools. *Note: NIET will send districts the directions for registration in April 2022. If a district chooses to do so, they are welcome to share the registration directions with their schools to register directly. However, the district is ultimately responsible for ensuring all educators in the district register for the training.*
4. **Monitor Registration:** Either directly register the educators from each of your participating schools or confirm with principals that they are completing registration. *Note: NIET will send a registration confirmation to each registered participant.*
5. **Prepare and set expectations:** Connect with your school leaders before the year ends, such as in a monthly principal meeting or during an onsite visit, to talk in more detail about how they might want to focus their Best Practices efforts. Share with them the district's expectation for training attendance, participation, and follow-up. District expectations might include such things as:
 - Active attendance at all days of the training for the full day (e.g., cameras on, responsiveness in chat and breakout rooms), with this behavior modeled by the school leaders and district leaders in the training
 - School ILT comes together in the same location to participate in the virtual training
 - Debrief the meeting at the conclusion of each training day
 - At the conclusion of the training, participate in a follow-up session with district leadership to discuss and review each ILT's key learnings/takeaways and school action steps as result of the training

During the training

6. (If applicable) Attend some of the trainings with the ILT members from your participating schools.
7. Monitor the attendance of your schools' ILT members in the trainings, such as by checking in with principals during the training period. If needed, NIET can provide a list of educators who participated in each training based on how educators log into the virtual platform where trainings are hosted.

After the training

8. Meet with your school leaders and/or ILTs following the trainings to debrief, collaborate, and identify the school's next steps.
9. Meet with school leaders to determine the focus of the follow-up days that NIET will provide during the 2022-2023 school year. The [LDOE School Improvement Best Practices – Onsite Support Days](#) document provides insights into how support days might be utilized.
10. Explore and consider ways to provide district networking opportunities for Best Practices participants so they may discuss and collaborate to implement the Best Practices key takeaways throughout the school year.

School Leader Next Steps & Key Actions

Before the training

1. **Plan:** Based on the training date options provided to you by your district, identify the trainings and training dates that all members of your Instructional Leadership Team (ILT) will attend. If your school does not have an ILT, please identify key administrators and teacher leaders who could join the trainings this summer. It is strongly recommended that all ILT members participate in the same training on the same dates. All trainings are virtual.
2. **Register:** Either provide your district leader with the registration information that he/she has requested (e.g., dates requested, names and email addresses of participants) or register your educators by the identified deadline.
3. **Confirm:** Once your district registers your team, each educator will receive confirmation of registration. Please check with your ILT members to ensure they receive their email confirmation.
4. **Prep:** Prior to the end of school, meet with the members of your ILT to provide them with your expectations for their training. It is recommended that you have all your ILT members in a common space for training participation, each with their own laptop and perhaps a large screen for projection of the training.

During the training

5. Actively participate in the training as the lead learner in your school's ILT.
6. At the conclusion of each training day, conduct a short debrief to discuss key takeaways and the learning can be applied in your school.

After the training

7. Complete the NIET survey.
8. Before the start of school, meet with your ILT and/or district leader to discuss the options for NIET-provided follow-up support. Each school is provided one fall support day and one spring support day. *[Note: your district may have arranged for additional support days beyond the two that are included in the Best Practices initiative.]* The [LDOE School Improvement Best Practices – Onsite Support Days](#) document provides insights into how support days might be utilized.
9. Plan to actively engage in the support days provided by NIET. *Note: NIET follow-up support days are separate from any support days that may be provided to your school by the LDOE SISS coaches.*