



Y4Y - Design Studio Checklist Planner

The Design Studio uses trainings, tools and planning resources to assist in creating various approaches that benefit staff and programs based on various needs and strengths.

This activity can be recreated and customized for your staff professional development trainings!

Definitions

Tools – This section offers tools that can be customized to help your program plan and carry out initiatives and activities.

Trainings – This section offers starter templates and ready-to-go professional development trainings that you can customize and deliver within your program.

Planning – This section shows how to set goals, schedule training, and plan for implementation in your program.

Aligning with the School Day

| Tools | Who Would Use It (ex. New Staff, Counselor, Coordinator, etc.) | Purpose (New Staff Orientation, Weekly Meetings, Program Trainings, etc.) | Date To Use It | Comments |
|---|--|---|----------------|----------|
| Communication and Collaboration Checklist | | | | |
| Homework Contract and Log | | | | |
| Alignment Observation and Supervision Checklist | | | | |



| Trainings | Who Would Use It (ex. New Staff, Counselor, Coordinator, etc.) | Purpose (New Staff Orientation, Weekly Meetings, Program Trainings, etc.) | Date To Use It | Comments |
|---------------------------|--|---|----------------|----------|
| Effective Homework Time | | | | |
| Content After School | | | | |
| Attendance Matters | | | | |
| Communicating with School | | | | |
| Objectives that Work | | | | |

| Planning | Who Would Use It (ex. New Staff, Counselor, Coordinator, etc.) | Purpose (New Staff Orientation, Weekly Meetings, Program Trainings, etc.) | Date To Use It | Comments |
|--|--|---|----------------|----------|
| Aligning to School Day Goals | | | | |
| Alignment Strategies | | | | |
| Sharing Responsibility for Student Development | | | | |
| Partnering with Schools | | | | |
| Creating a Training Plan for Staff | | | | |