



PREPLANNING CHECKLIST FOR DESIGNING EVIDENCE BASED PRACTICE PROFESSIONAL DEVELOPMENT

STEPS	IMPLEMENTATION TASKS	COMPLETED
Step 1	Conduct the <i>Training and Confidence Pre-Assessment</i> with identified participants	
Step 2	Conduct (Pre) <i>Knowledge Assessment</i> for the trainings core components	
Step 3	Plan and conduct workshop including multiple opportunities for discussion about the core components (Note: if using <i>CAPTAIN PPTs</i> , suggestions are embedded)	
Step 4	Plan and conduct workshop including multiple opportunities for demonstration of the core components (video and/or live modeling) (Note: <i>AFIRM Modules</i> have video examples for each EBP)	
Step 5	Plan and conduct workshop including multiple opportunities to practice core components with feedback. (Note: if using <i>CAPTAIN PPTs</i> , suggestions are embedded)	
Step 6	Conduct Post-Knowledge Assessment to evaluate knowledge of core components	
Step 7	Use Post-Knowledge Assessment data to plan reteaching and/or modifications to the workshop	
Step 8	Established and schedule job embedded coaching sessions that emphasize fidelity of use of newly learned practice(s). (Note: Use <i>CAPTAIN Coaching</i> resources and <i>Implementation Checklists</i>)	
Step 9	Developed and use data systems to link use of training content to student outcomes (Note, <i>AFIRM Modules</i> have data forms for each EBP)	

SUMMARY DATA FROM PRE AND POST ASSESSMENTS

Pre-Assessment Average	Post-Assessment Average

Commonly Missed Questions:
Reteaching/Coaching Notes:
Revisions Needed: