



**PREPLANNING CHECKLIST FOR DESIGNING  
EVIDENCE BASED PRACTICE PROFESSIONAL DEVELOPMENT**

| STEPS   | IMPLEMENTATION TASKS   | COMPLETED |
|---------|--|-----------|
| Step 1  | Conduct needs assessment to select content and trainees  |           |
| Step 2  | Conduct the <i>Training and Confidence Pre-Assessment</i> with identified participants   |           |
| Step 3  | Conduct (Pre) <i>Knowledge Assessment</i> for the trainings core components  |           |
| Step 4  | Plan and conduct workshop including multiple opportunities for discussion about the core components (Note: if using <i>CAPTAIN PPTs</i> , suggestions are embedded)                                      |           |
| Step 5  | 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 6  | Plan and conduct workshop including multiple opportunities to practice core components with feedback. (Note: if using <i>CAPTAIN PPTs</i> , suggestions are embedded)                                    |           |
| Step 7  | Conduct Post-Knowledge Assessment to evaluate knowledge of core components   |           |
| Step 8  | Use Post-Knowledge Assessment data to plan re-teaching and/or modifications to the workshop  |           |
| Step 9  | 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 10 | 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:**

**Re-teaching/Coaching Notes:**

**Revisions Needed:**