



## HIGH QUALITY TRAINING CHECKLIST

STEPS	IMPLEMENTATION TASKS	COMPLETED
Step 1	Conduct needs assessment to select content and trainees	
Step 2	Conduct the <b>Training and Confidence Pre-Assessment</b> with identified participants	
Step 3	Conduct (Pre) <b>Knowledge Assessment</b> for the trainings core components	
Step 4	Plan and conduct workshop including multiple opportunities for discussion about the core components (Note: if using <b>CAPTAIN PPTs</b> , suggestions are embedded)	
Step 5	Plan and conduct workshop including multiple opportunities for demonstration of the core components (video and/or live modeling) (Note: <b>AFIRM Modules</b> have video examples for each EBP)	
Step 6	Plan and conduct workshop including multiple opportunities to practice core components with feedback. (Note: if using <b>CAPTAIN PPTs</b> , 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 <b>CAPTAIN Coaching</b> resources and <b>Implementation Checklists</b> )	
Step 10	Developed and use data systems to link use of training content to student outcomes (Note, <b>AFIRM Modules</b> have data forms for each EBP)	

## SUMMARY DATA FROM PRE AND POST ASSESSMENTS

Pre-Assessment Average	Post-Assessment Average
<b>Commonly Missed Questions:</b>	
<b>Re-teaching/Coaching Notes:</b>	
<b>Revisions Needed:</b>	