

Action Plan for a New IELCE Program

Agency:

Date:

What will you implement/change?	What are the steps that need to be taken?	Tools, Materials Needed	Staff involved	Target Date
<p>1. Needs Assessment</p> <p>a. Survey</p> <p>b. Interpret Results</p>	<p>Survey: Community, Current Program, Students:</p> <p>Interpret Results:</p> <p>Determine: Workforce Training, Workforce Preparation, ESL, teaching model, teachers</p> <p>Identify schedule of classes</p> <p>Develop curriculum, instruction, assessment, identify/develop COAAPs</p>			
<p>2. Provide Support Services</p>	<p>Recruitment:</p> <p>Orientation:</p> <p>Counseling/Navigation/Transition Services:</p> <p>Elimination of Barriers:</p>			
<p>3. Facilitate Program Coordination and Collaboration</p>	<p>Programs:</p> <p>Teachers:</p> <p>Staff:</p> <p>Support Services</p> <p>Curriculum and Instruction (Learning Objectives, Select COAAPs)</p> <p>Data collection:</p>			

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<p>4. Evaluate and Share Program</p>	<p>Survey:</p> <p>Community Partners</p> <p>Faculty/Staff</p> <p>Students</p> <p>Assess:</p> <p>What went well?</p> <p>What would you change?</p> <p>Plan for Continuous Improvement</p> <p>Document Progress</p> <p>Plan next steps</p> <p>Share Success</p> <p>Student to student</p> <p>Teacher to teacher</p> <p>Board of Education</p> <p>Community Partners</p> <p>Other</p>			
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