

Action Plan Template

Once you have defined goals collaboratively, and gotten as specific as is reasonable, you are ready to plan how to accomplish your goals. Use the table below as a first step in planning for each goal you've set by simply selecting a format, frequency, and modality. For more context on planning for improvement, see the [CLASS Implementation Guide](#).

Specific Goal: _____

Name (of program, group, or educator/classroom): _____

Category		Details
Format of PD	<input type="checkbox"/> In-person training <input type="checkbox"/> Online training <input type="checkbox"/> Coaching sessions <input type="checkbox"/> Professional reading <input type="checkbox"/> Video discussions <input type="checkbox"/> Professional Learning Communities (PLCs) <input type="checkbox"/> Other	
Frequency of PD	<input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
Modality of PD	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online <input type="checkbox"/> Independent <input type="checkbox"/> Other	
PD-Related Communication	<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online <input type="checkbox"/> Other	