

Tips and Tricks for Lesson Planning with Your Staff

1. Staff Buy-In

a. Staff are not bought in to the idea of lesson planning

- i. Have them think about what their passions are
 1. ie: cooking, science, dance, painting, Harry Potter, ect
- ii. Start with CLUBS
 1. These are less intense lesson plans
 - a. Check out the [Fun Friday Lesson template](#) in this toolkit
 2. These lessons are also more fun, both for the teacher and the students
- iii. Start by giving them an outline of a lesson plan that allows space for them to fill in with their own ideas

b. Staff are not turning in lesson plans

- i. Set strong expectations from the beginning
- ii. Hold them accountable
- iii. Have a system in place
 1. Consistent due dates that fall on the same day each week
 2. Have professional emails for your staff
 - a. Google Docs is a great system
 - b. Great for giving feedback on lesson planning as well as asking questions that get them thinking in the right direction about their plan

c. Why do we have to do lesson plans? We are not teachers...

- i. Explain the WHY
 1. Professionalizing our career
 2. Good resource to bring to future interviews
 - a. Having lesson plans documented are great to show off what you can do as a teacher

2. Training and Assessment

a. You are not receiving lesson plans of high quality

- i. Model your expectations
- ii. Hold your staff to those expectations
- iii. Set up a system for getting the quality you are wanting
 1. Start by coaching your staff
 - a. Sit with them and create a lesson plan together

- b. Allow them to ask clarifying questions as you create the plan
 - c. Have example lesson plans available for them to reference
 - 2. Next, would be shadowing your staff - this is 2 parts
 - a. Create a lesson plan WITH your staff
 - b. Then, allow your staff to create the lesson plan on their own, while being available to answer questions or to offer advice
 - 3. Finally, you would become a mentor
 - a. Staff are creating lesson plan on their own
 - b. Staff would come up and ask questions if they needed to
 - c. You would still be looking over plans to make sure that they are to the quality you are expecting
- b. Techniques to motivate staff**
 - i. Shout out your staff in front of all your other staff
 - ii. Give small gifts/food to staff that are rocking lesson plans
 - iii. Letting them know that it a professional development tool
 - iv. Highlight a lesson plan each month
 - 1. Showcase the lesson plan where your staff is able to see it for reference when they are working on their plans
 - 2. Point out why it's the highlighted lesson
 - a. Great pictures!
 - b. Put links in to great resources!
 - c. Expert detail!

3. Following Up with Staff

- a. Once lesson plans are turned in
 - i. Read them and respond to your staff
 - 1. This lets them know that all the work they are doing is being validated
 - 2. Appreciate them for specific things in their lesson plans to show that you are REALLY reading the plan
- b. Observe the lesson plans in action
 - i. Have a flexible observation schedule with your staff
 - ii. Let them know that you need to observe 1 lesson plan in practice each month.
 - iii. Let them know that they will get to select the date.
 - iv. This way they can plan and prepare themselves to be observed.

4. Preparation

- a. Not enough prep time
 - i. Try to think about where in your schedule allows for extra lesson planning time
 - 1. Places this could occur in program
 - a. Towards the end of the day when most of the families have been picked up
 - b. You could have a rotating schedule for your staff
 - b. Hard to find resources
 - i. Sit with your staff and teach them how to locate resources specific to their passions
 - ii. Have a set of resource links available to get your staff going for general topics
 - 1. Some suggestions are in the document shared in this folder labeled [Curriculum Planning Tips](#)
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- **Remember there are different types of staff when it comes to lesson planning**
 - Top Tier
 - These staff have Gung Ho Enthusiasm! They are your leaders, mentors, ect
 - Second Tier
 - These staff are Easily Encouraged. Positive feedback and little tweaks are great for them
 - Third Tier
 - These staff get easily discouraged. They also will need a lot of positive feedback and you should be prepared to hear negative messaging from them. Incentives are a great motivator for them
 - Final Tier
 - This group of staff will be meeting your very basic compliance needs. They will need incentives to keep them motivated