

Using Navigation Essentials for Training and Professional Development



Leadership Essentials Guidance

Administrators, supervisors, and team leaders are often responsible for providing professional/staff development or training for their team members. Below are some general suggestions on how to use the *Navigation Essentials* as a foundation for professional/staff development or training activities.

- Embed short segments of staff development in non-training meetings. For example:
 - Use 5 minutes of a staff meeting to have the team use their phone, tablet, or laptop to access a *Navigation Essentials* toolkit and select one item they plan to explore that week.
 - Select a strategy in a *Navigation Essentials* toolkit and send the link to the staff to review before the staff meeting. Plan 10 minutes in the staff meeting agenda to discuss the strategy and how it could be used in their daily work.
 - Review a strategy in one of the *Navigation Essentials* toolkits during a staff meeting and plan to demonstrate its use during the next week.
- Select only one *Navigation Essentials* toolkit to focus on for each professional development session of one hour or less in length. This allows the learner to focus on a single topic during the session.
- Encourage team members or staff to bring smartphones, tablets, or laptops to the session so they can practice accessing the *Navigation Essentials* website.
- Adults learn best when the content is relevant to their own experiences and their work. Begin a training session with comments on how the *Navigation Essentials* toolkit that will be explored is connected to their daily work.
- Create an Essentials Break. A supervisor or team leader periodically provides a 15-minute training break by stepping in for a team member for 15 minutes while the team member engages with a *Navigation Essentials* toolkit. The team member then offers feedback to the supervisor on what was learned and how they may use it in the workplace.
- In an hour or longer session, use the My Essential Plan tool to guide and document learning. For each toolkit reviewed, the learner completes the one-page plan that allows them to record one or more important points, identify resources, how they will use and share the information. The plan can be completed individually, with a partner, or in a small group.

- Educators can use the information in *Navigation Essentials* toolkits as a resource to support their Individual Professional Development Plan (IPDP). Educators will find many strategies and supports for goals related to supporting positive behavior in the learning environment.

Plan a 60-minute session.

The following is one example of how to structure a training session using a *Navigation Essentials* toolkit.

- **Introduction.** Begin the session by stating the objective(s) of the session. Explain the general topic of the toolkit and why it is important to the team members in the session. Comment on how this topic connects to the work of those in the session. (5 minutes)
- **Learn.**
 - Select several items in the “Learn” section of the toolkit for the whole group to watch together. Guide a discussion on the content using the feedback from the group. (10 minutes)
 - Have each team member select another item from the “Learn” section of the toolkit and watch it either individually, in pairs or as a small group. Have several share out comments on what they learned. (10 minutes)
- **Do. (Strategies/Examples)**
 - Select one item in the “Do” section of the toolkit for the whole group to watch together. Guide a discussion on the content using the feedback from the group. (10 minutes)
 - Have each team member select another item from the “Do” section of the toolkit and watch it either individually, in pairs or as a small group. Have several share out comments on what they learned. (8 minutes)
- **Resources and Tools.**
 - Select one item from “Resources or Tools” section of the toolkit for the whole group to explore. If there is time, guide a discussion on the content using the feedback from the group. (7 minutes)
- **My Essentials Plan.**
 - Have the group individually or in pairs complete a one-page My Essentials Plan for the toolkit discussed. If possible, provide a future opportunity for the group to provide feedback on the items in their plan, as well as opportunities to share the important points and resources selected. (10 minutes)