

To be completed before attending sessions

Leadership Team Action Planning Worksheet

School/District/State Name:	Date:	Notetaker:
Team Members:		

The purpose of this worksheet is to guide leadership teams in their development, evaluation, and updating of their implementation action plans. The following general steps should be considered:

- Step 1:** During team preparation, identify current implementation activities and what individual team members should bring back to the team planning process (Step 3).
- Step 2:** Review session topics and assign 1-2 team members to attend identified sessions and complete the **Individual Team Member Note-Taking Worksheet** (last page).
- Step 3:** During team follow-up planning meetings, use the Note-Taking Worksheet to (a) report to your team what you've learned, and (b) work with your team to update your PBIS/MTSS implementation action plan.



STEP 1: Action Plan Self-Assessment

What have we done/accomplished so far and what is high priority for our action planning?

Current Implementation Activities	Current Outcome Data	Fidelity or Accuracy of Implementation	Progress to Date	Priority for Action Planning	Assigned Team Member
1.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
2.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
3.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
4.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
5.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	
6.		<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	<input type="checkbox"/> High <input type="checkbox"/> Med <input type="checkbox"/> Low	

STEP 2: Assign Team Members to High Priority Content Sessions

What sessions should we attend?

[illegible]

Step 3: What Should We Do To Enhance Our Action Plan for Implementation?

How can we use what we learned to improve/enhance what we are doing?

[illegible]