

Building a Cohesive Team Action Plan

Below are the key elements to building a cohesive team. Use this document to record how you plan to implement each component into your setting.

Cohesiveness Component	Implementation Plan
1. Develop a para binder -Shared Philosophy -Staff rules -Staff Expectations o Active Supervision Tool o Lesson Expectations Guide o Para Classroom Guide - Roles and duties - IEP snapshots , BIPs, healthcare plans, etc. -Schedules (class , para) -Copies of training materials -Job aides/visuals - Team and self goal data - Meeting agenda with notes	
2. Set team and individual goals - SMART Goal Form	
3. Schedule regular staff meetings - Meeting agenda with notes - Para training plan	
4. Provide training and monitor implementation - BST Materials Folder	
5. Use function-based strategies to improve performance - PDC Education Checklist	
6. Celebrate successes and show appreciation -Reinforce progress with goals and task effort o Recognition Questionnaire o Staff Preference Assessment	
7. Evaluate effects of your support - Parent Survey - Staff Survey	