

STAR Training and Technical Assistance Planning Tool

This checklist will help you plan for the STAR Tool Kit and training package. Assign responsibility for each task to one member of your state leadership team so you can track progress and ensure successful STAR implementation.

Getting Started		
Task	Who is responsible?	Timeline for completion
Finalize your contract for STAR services with the National STAR Training Network (NSTN).		
Create a budget for STAR services and related costs.		
Assemble a state leadership team.		
Convene your state leadership team to assign responsibilities and establish communication processes.		
Select local program sites.		
Contact the NSTN to schedule three, 2-day trainings.		
Participate in a conference call with the STAR trainers assigned to your state. Introduce the members of your state leadership team and provide an overview of participating program sites.		
If you purchased Training Package II, discuss technical assistance activities with your STAR trainer and schedule site visits.		
Secure meeting location for three, 2-day trainings.		
Inform participants and your state leadership team of the dates for training and technical assistance.		
Update your colleagues in the State Department of Education about upcoming STAR activities.		
Finalize participant list for the first training session and make nametags.		

Before the First Training

Task	Who is responsible?	Timeline for completion
Confirm your meeting location and plan meals for participants.		
Establish procedures for reimbursing participants for travel expenses.		
Contact your STAR trainer to confirm travel details and special equipment needs.		
Communicate travel, hotel, and reimbursement details to participants. Distribute training agenda.		
Secure training equipment (See Step Nine: STAR Training Facility & Technology Requirements.) and supplies.		
Finalize participant list and make nametags.		
Invite someone from the state office to give a welcome speech emphasizing the importance of the project.		
Communicate pre-training assignments to participants.		
Purchase diagnostic reading assessment materials to distribute at the training session so participants can begin using them immediately. (Optional)		



Between the First and Second Trainings

Task	Who is responsible?	Timeline for completion
Convene your state leadership team to review training evaluations and plan follow-up support for participants.		
If you purchased Training Package II, finalize technical assistance plans with your STAR trainer and organize logistics for the first onsite visit.		
Notify participants of follow-up support and technical assistance activities.		
Confirm meeting location and plan meals for participants.		
Contact your STAR trainer to confirm travel details and special equipment needs.		
Communicate travel, hotel, and reimbursement details to participants. Distribute training agenda.		
Secure training equipment and supplies.		
Finalize participant list and make nametags.		
Provide support to participants as they complete their online assignments between the training sessions.		



Between the Second and Third Trainings

Task	Who is responsible?	Timeline for completion
Convene your state leadership team to review training evaluations and plan follow-up support for participants.		
If you purchased Training Package II, finalize technical assistance plans with your STAR trainer and organize logistics for a second site visit.		
Notify participants of follow-up support and technical assistance activities.		
Confirm meeting location and plan meals for participants.		
Contact your STAR trainer to confirm travel details and special equipment needs.		
Communicate travel, hotel, and reimbursement details to participants. Distribute training agenda.		
Secure training equipment and supplies.		
Finalize participant list and make nametags.		
Provide support to participants as they complete their online assignments between the training sessions.		

After the Third Training

Task	Who is responsible?	Timeline for completion
Convene your state leadership team to review training evaluations and plan follow-up support for participants.		
If you purchased Training Package II, finalize technical assistance plans with your STAR trainer and organize logistics for a third site visit.		
Notify participants of follow-up support and technical assistance activities.		
Provide support to participants as they complete their online assignments after training.		
Convene your state leadership team to develop a plan for sustaining evidence-based reading instruction. Discuss approaches to engaging new programs in STAR services.		

