

Estimated Time Commitment for TOT Assignments

Assignment	Estimated Time Commitment
Sec. 1: Administrator Meeting Report	30 – 45 minutes
Training Site-Team Meeting Report	30 – 45 mins for both participant and teacher
Site-Team Baseline Fidelity Tool/Training and Coaching Focus	Participant: The length of the classroom day to complete the Fidelity Tool. 30 – 45 min for the meeting between the participant and teacher(s)
Sec. 2: Check Your Knowledge (Series of 5)	Participant: 30-60 minutes each
Sec. 3: Practice Teaching and Coaching (Complete 2)	Participant: ½ Day each combined w/ Demo Teaching
Sec. 4: Detailed Training Agenda & Evaluation (Complete 3)	Participant: For each training—prep time 4-8 hours, 2 hours for actual training, 30 minutes for reflection/evaluation
Sec. 5: Observation/Feedback (Complete 3)	Participant: For each session—15-20 minutes in classroom for Observation, 60 minutes to prepare feedback, up to 1 hour for both participant and teaching team to share feedback
Sec. 6: Classroom Teaching Video Tape & Self Analysis, all 5 sections	Participant: 1 classroom morning/afternoon to videotape. 15-30 minutes per section to review and write self-analysis. Between 2-3 hours total.
Sec. 7: Written Answers to Questions from the Field	Started during Weeks 1-2; between 2-8 hours.
Oral Questions from the Field	Completed during Week 3 Training
Sec. 8: Rough draft of your peer presentation agenda, PPT, and handouts.	Time is given in first 2 weeks of training to work on this with peer team. Most teams spend about 12-24 additional hours outside of class time working on this.
Sec. 8: Peer Presentation	During Week 3 training, participant presents with peer team and then meets with Trainer after peer presentation for 1 hour for feedback. This might extend beyond the training day if presenting in the afternoon.
Sec. 8: Final Trainer Evaluation	Participant: Upon completion of all course work a final trainer evaluation will include conducting and videotaping observation/feedback. ½ day in the classroom completing the Fidelity tool items from baseline goals. Classroom teacher(s) will need to meet with participant for Observation/Feedback (either during break, lunch or subbed out of the room) for 1 hour on the designated day of Final Trainer Evaluation in which will be videotaped. May need someone to videotape this session.