TRAINING OF TRAINERS
Response to Intervention
Implementer Series

National Center on Response to Intervention
Training of Trainers (TOT) Objectives

- Prepare new facilitators to present Implementer Series (IS) modules as follows:
  - Module 1: Screening
  - Module 2: Progress Monitoring
  - Module 3: Multi-level Prevention System

- Facilitators will learn how to:
  - Prepare materials for participants.
  - Deliver Implementer Series content.
  - Customize the presentation for different audiences and purposes.
Training Materials

- TOT PowerPoint slides
- Facilitator’s Guide
- Module PowerPoint slides and speaker notes
- Module Training Manual
- “What is RTI” placemat
- TOT Self-Assessment of Trainer Attributes
- NCRTI IS: Trainer Evaluation
- NCRTI TOT Trainer Self-Assessment
- Links to or CD of complete IS materials
Implementer Series Facilitator Qualifications

- Facilitators should possess the following:
  - Strong knowledge of RTI components
  - Experience with RTI implementation
  - Effective communication and presentation skills
Implementer Series Objectives

- Provide an overview of the essential components of RTI
- Present opportunities to analyze school and district RTI data
- Engage participants in activities to apply new knowledge
- Assist teams in preparing for RTI implementation through team planning time
Alignment With Other Resources

- *Essential Components of RTI—A Closer Look at Response to Intervention*
- *NCRTI Tools Charts and User’s Guides: Screening, Progress Monitoring, and Instruction*
Facilitator’s Guide

Includes the following:

- Objectives, delivery information, and format of modules
- Presentation information
- Resources
  - Training checklists
  - Sample evaluation form
  - Appendixes
Module Components

- PowerPoint slides that include slides and speaker’s notes
- Activity handouts
- Videos (embedded in PowerPoint slides)
- Training manuals
Implementer Series Slides

- Three full-day presentations (approximately 6 hours each):
  - Module 1: Screening
  - Module 2: Progress Monitoring
  - Module 3: Multi-level Prevention System

- Each presentation is divided into smaller sections.
- PowerPoints include essential text, hyperlinks, and animations.
Think-Pair-Share Activities

To implement Think-Pair-Share:

- **Think** about a particular topic or question. *Give participants approximately 20 seconds.*
- **Pair** with your neighbor/table.
- **Share** with your neighbor/table. *Give participants approximately 2–3 minutes.*
- If time allows, have two or three pairs/tables orally share their lists with the entire group.
Implementer Series PowerPoint Speaker’s Notes

- Provide necessary information and background knowledge for less experienced facilitators
- Guide facilitators to share important ideas accurately and answer participant questions
- Serve as a resource only; It is NOT necessary to read the script.
PowerPoint Speaker’s Notes (cont.)

Detailed speaker notes accompany each slide.

- Text formatted in standard font is intended to be read aloud by the facilitator.
- Text formatted in **bold** is excerpted directly from the presentation slides.
- Text formatted in *italics* is intended as directions or notes for the facilitator, and is not meant to be read aloud.
Implementer Series Training Manuals

- Three complete training manuals
  - Module 1: Screening
  - Module 2: Progress Monitoring
  - Module 3: Multi-level Prevention System
- Each includes glossary of related terms and activity handouts.
- Facilitators should refer to the manual throughout presentations.
Activity Handouts

- Located in appendices of training manuals
- Intended to help participants begin to synthesize and apply the content to their own contexts
- Completed using instructions in handouts and speaker notes of related slides
- Completion of activities is strongly recommended
Videos and Demonstrations

- Links to YouTube videos are accessible through hyperlinks on slides or links in the speaker notes.
- Demonstrations of NCRTI Tools Charts or websites are recommended over screenshots for experienced facilitators.
- Requires strong internet access and a good sound system with speakers.
Delivery - Audience

- Intended for district or school teams
- May be adapted for different audiences by altering the
  - Order of the sections.
  - Time spent and emphasis placed on each section.
  - Time spent on examples and group work time.
Delivery - Schedule

- Designed as a one-day training (6 hours)
- May be lengthened to provide more time on activities and team planning time (9–12 hours)
- May be shortened or presented over time by using sections within the modules
Appendixes A: Training Checklist

What needs to be completed:

- 3–4 weeks prior
- Training day
- 1–2 weeks after training
Appendix B: Recommended Technology Checklist

- Laptop computer
- LCD projector
- Large screen
- Presenter microphone
- Remote control clicker
- Timer
- Participant microphone
- Speakers or sound system
- High-speed Internet connection
Appendix C: Training Day Materials Checklist

- Electronic copy of PowerPoint
- PowerPoint slides and speaker’s notes
- Sticky notes, pens or pencils, markers
- Name badges
- Table tents
- Sticky chart paper

What is RTI? Placemat
- Training Manual
  - Training Content
  - Glossary of Terms
  - Activity Handouts
- Tools Chart and User’s Guide
- Evaluation Form
Presentation Strategies

- Know the audience
- Addressing questions
- Responding to difficult or inappropriate questions
- Gaining attention
- Dealing with disruptive talking
PRESENTATION OF IS MODULES
Customizing Delivery - Audience

- Adapt for different audiences by altering the
- Order of the sections.
- Time spent and emphasis placed on each section.
- Time spent on examples and group work time.
School Staff

- Consider focusing more on how to make school-, classroom-, and student-level decisions using data.
- Reduce emphasis on examples of how the district can use collected data.
- For teachers, consider focusing more on the importance of collecting and using accurate data.
District or State Staff

Consider focusing more on using data for district- and state-level decisions.

Consider focusing more on the district’s or state’s role in providing guidance on tool selection, component dimensions, and the RTI framework.
Customizing Delivery - Schedule

- Designed as a one-day training (6 hours)
- May be lengthened to provide more time on activities and team planning time (9–12 hours)
- May be shortened or presented over time by using sections within the modules
Lengthening

Consider lengthening the session to 1 ½ days when:

- Teams need additional team time for activity completion or discussion.
- Participants are completely new to RTI.

When lengthening, consider increasing the time allotted for foundational or more difficult content, activities, and discussion.
Shortening

- For a half-day training, consider providing key sections based on participants’ needs.
- For short meetings (e.g., faculty meetings), consider presenting a single section.
Other Customizations

- Change terminology to match that used in the school, district, or state to increase alignment with other initiatives.

- Consider incorporating the data system, assessment tools, data decision-making process (e.g., professional learning communities), or intervention systems currently used in the school, district, or state to increase relevance.
Ongoing Professional Development

- Keep up to date with innovative RTI practices, procedures, research processes, and tools.
- Review current resources and research found in peer-reviewed journals and on the NCRTI website.
- Participate in ongoing professional learning, communities of practice, and webinars.
- Evaluate and reflect on previous trainings.
IS Trainer Evaluation Form

- Assesses readiness of trainer to independently deliver the content effectively
- Is divided into three parts:
  - Part I. Observation Information
  - Part II. Module Delivery
  - Part III. Observation Summary and Recommendations
Self-Assessment

ACTIVITY: Self-Assessment of Trainer Attributes

Posttraining Self-Assessment
- Aligns with Trainer Evaluation Form
- Is designed as a self-reflection tool
Questions?

National Center on Response to Intervention

www.rti4success.org
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