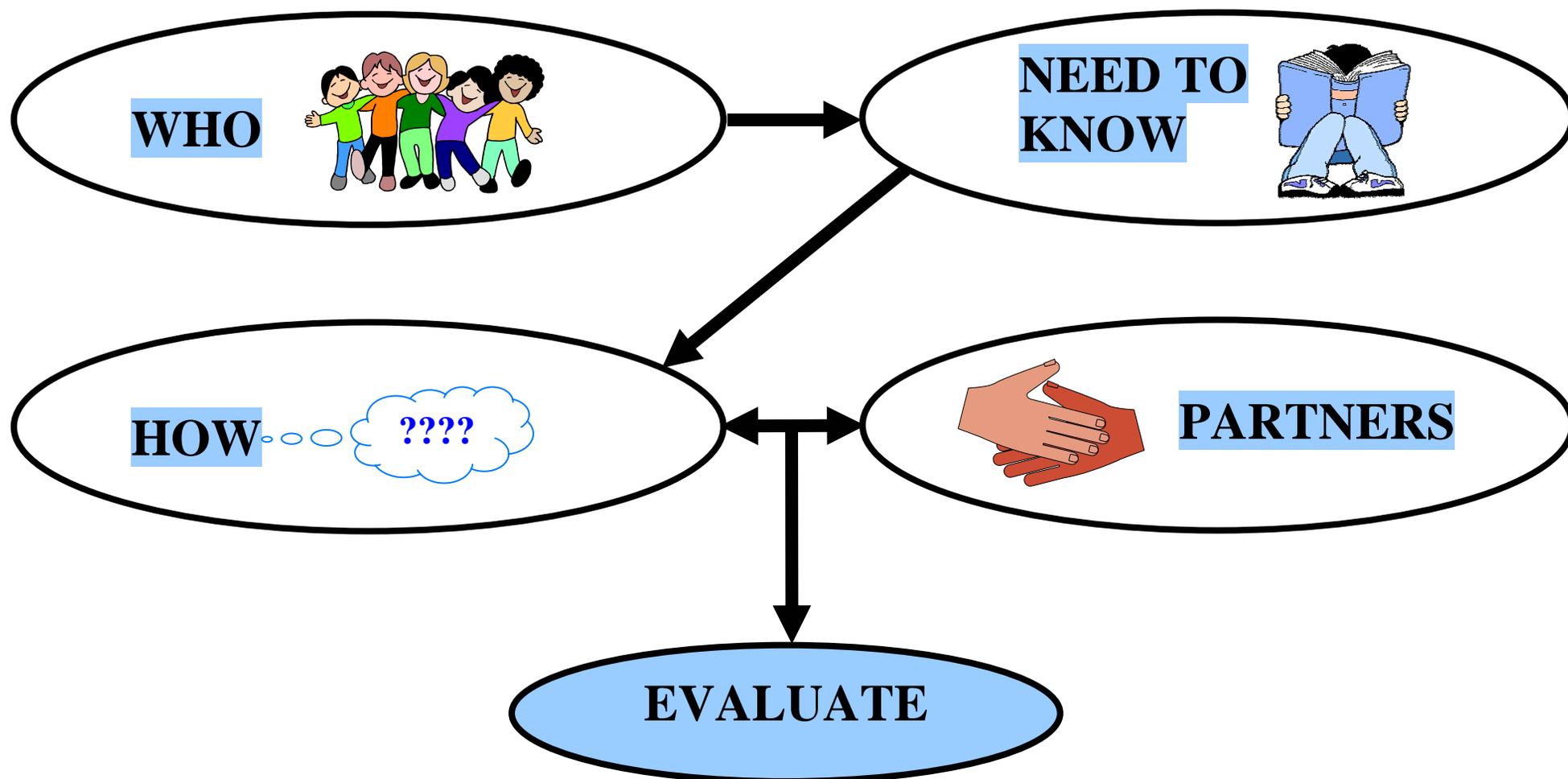


EARLY LEARNING GUIDELINES IMPLEMENTATION PLANNING TOOL



THE KEY QUESTIONS

1. Who needs to know?
2. What do they need to know?
3. How can we inform them?
4. Who are our key partners?
5. How will we know if we are making progress?

1. WHO NEEDS TO KNOW? Who needs to know about the ELGs? Likely audiences are divided into three categories, below.

2. WHAT DO THEY NEED TO KNOW? Each of the intended audiences may have different needs to know. See KEY below table.

Identify the audience(s) you plan to focus on during this year, and the level of involvement they need to have with ELGs.

AUDIENCE #1: Adults working with children	Key audience for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Awareness	Familiarity	Use
Parents			
Informal care/family, friends, and neighbors			
Child care center staff			
Family child care providers			
Head Start/Early Head Start staff			
Pre-Kindergarten staff			
Special Education staff			
Others			
AUDIENCE #2: Organizations working with adults who work with children	Key audience for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Awareness	Familiarity	Use
Higher education system			
Early Care and Education Trainers			
Child Care Resource and Referral Agencies (CCR&Rs)			
Other training organizations			
Family and social services agencies			
Licensing/health/other state agencies			
Others			
AUDIENCE #3: Organizations/individuals whose support can access needed resources	Key audience for this year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Awareness	Familiarity	Use
Policy-makers			
Foundations			
Advocacy groups			
K-12 superintendents			
Kindergarten teachers			
Early Childhood Education associations			
Others			

KEY: Awareness = need to know that ELGs exist and need their support;

Familiarity = need to understand what the ELGs are all about, so they can integrate that knowledge into their related work;

Use = need to know how to use the ELGs in their work.

3. HOW CAN WE INFORM THEM?			
What methods of disseminating information have been successful in the past?	<input type="checkbox"/> Using technology <input type="checkbox"/> Using existing networks <input type="checkbox"/> Via conferences <input type="checkbox"/> Using community organizations	<input type="checkbox"/> Via higher education <input type="checkbox"/> Providing materials <input type="checkbox"/> Through public awareness campaigns	<input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
	Details:		
What methods of providing training have been successful in the past?	<input type="checkbox"/> Onsite trainings <input type="checkbox"/> Community workshops <input type="checkbox"/> State/Local Conferences <input type="checkbox"/> Distance Learning	<input type="checkbox"/> Provision of kits <input type="checkbox"/> Informal gatherings <input type="checkbox"/> College course or seminar	<input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
	Details:		
What methods (identified above or others) may be especially applicable to the key audience you want to focus on this year?			

4. WHO ARE OUR KEY PARTNERS? WHAT CAN THEY PROVIDE? Both established and new partners may be indispensable to acquiring resources, expertise, and access to your targeted audience to make your efforts successful.

Current/Traditional Partners	Details of Partner (name, key contact)	Has and Can provide ... (resources, expertise, access)
Community colleges		
Colleges/Universities		
CCR&Rs		
ECE training networks		
Head Start/Early Head Start		
State education department		
Other State agencies (Early Intervention, Health Services)		
Parent/Provider groups		
Other State agencies		
Other(s):		
New/Potential Partners	Details of Partner (name, key contact)	Can provide ... (resources, expertise, access)
Other groups working on School Readiness Initiatives		
Other groups with investment in our outcomes		
Other groups who touch families' lives in a major way		
Other possibilities?		

5. HOW WILL WE KNOW IF WE ARE MAKING PROGRESS?

State approaches to their audiences will vary considerably and may result in different outcomes.

Key Audience Group	Subset of Audience Group (refer to page 2 for details)	Desired Outcomes	Type(s) of Data to Collect
<input type="checkbox"/> #1: Adults working with children			
<input type="checkbox"/> #2: Organizations working with adults who work with children			
<input type="checkbox"/> #3: Organizations/ individuals whose support can access needed resources			

