

## ***Second Step* Implementation Planning Worksheet Instructions**

**Description and purpose:** To implement the *Second Step* program effectively, a commitment of time, energy, and resources must be made. Most evident is the time commitment involved for classroom teachers (or other staff) in teaching the lessons. However, the *Second Step* program goes beyond the lessons. Teaching social and emotional skills that continue and broaden over time requires a comprehensive effort. Students' skills must be nurtured and supported across the school day. *Second Step* concepts such as empathy and respect for others should be infused throughout the school curriculum. Families' involvement will help students transfer their learning and apply their skills in multiple settings.

Careful planning will facilitate a concerted effort at program implementation. A *Second Step* support team can provide leadership in schoolwide planning and implementation of the program. The individual teachers (or other staff) implementing *Second Step* lessons will be essential to the planning process, as they are in the best position to know how to integrate the program into the academic curriculum. (Please see the *Second Step* Administrator's Guide for further details about implementation planning.)

The Implementation Planning Worksheet is a tool to assist teachers or others who will be teaching *Second Step* lessons. The 10-item worksheet prompts staff to think through the logistics of implementation (for example, the day and timing of lessons), how to integrate the program into other subject areas, and how to facilitate students' use of skills and transfer of learning. Additional questions relate to involving families in implementation and adapting lessons to students' needs.

**Instructions for use:** This tool should be provided to implementers early in the planning stages of the *Second Step* program implementation. Staff will need time to reflect on the various aspects of implementation and how to support students successfully. The worksheet also can prompt schoolwide planning by the *Second Step* support team. Sharing ideas among grade-level staff, the *Second Step* support team, and schoolwide staff will be instrumental in designing a successful implementation. Furthermore, documentation of the planning process, using this and other process tools, will assist future planning and program improvements.

## ***Second Step* Implementation Planning Worksheet**

Name: \_\_\_\_\_

### **Logistics**

How long do my lessons take to teach?

What day(s) of the week will I teach *Second Step* lessons?

What time of day will I teach *Second Step* lessons?

### **Transfer of Learning**

How can I integrate *Second Step* concepts and skills into other academic areas?

How can I involve my students' families in the *Second Step* program?

How can I reinforce students for using prosocial behaviors during the day?

What can I do to facilitate schoolwide implementation and transfer of learning?

### **Customizing the Program**

How can I create a classroom climate that is conducive to social-emotional learning?

How can I make *Second Step* lessons culturally relevant for my students?

How can I meet the needs of my special-needs students using *Second Step* lessons?

For more information and ideas about implementation issues, consult your Teacher's Guide, log on to [www.cfchildren.org](http://www.cfchildren.org), or call the Committee for Children Client Support Services department at 800-634-4449, ext. 200.