

Continuous Quality Improvement Grant Planning Worksheet

Directions: Use this worksheet to create a detailed training plan that meets the guidelines outlined in the CQI Grant Application.

Training Plan

- 1. What training or learning event do you have planned? (Choose from list of approved vendors)**

The approved ELCHC CQI Vendor(s) I will be using is:

- 1. How will this training improve the quality of your program?**

This training will improve the quality of my program by:

- 1. What do you hope to accomplish because of this training or learning event?**

By the end of this training and/or learning event I hope:



Priorities

Why is financial support in this area needed?

Financial support is needed in this area because:

What are the action steps required to get this training or learning event at your program?

(Write each action step as a separate step, you may need to add more steps than provided)

The action steps required to secure this training and/or learning event at our program are:

Step #1

Step #2

Step #3



Weekly Goals with Coaching Support

****As the director/owner completing this form you must offer weekly coaching to support your CQI goal.**

What is your plan to coach your staff?

My plan to coach staff is:

How will you ensure that new practices or strategies learned will be evident in the classroom?

I will ensure that new practices or strategies learned will be evident in the classroom by:

If you are a family childcare home provider, without an employee, who are you partnering with for coaching? *If you are a **family childcare home** in need of coaching, you can join a weekly CQI coaching session, as an option. Please add in your CQI plan, the following sentence, "I will be participating in the ELCHC CQI Coaching Cohort."***

I will be participating in:





Planned Outcomes: Outcomes (Goals) should be S.M.A.R.T

Specific	Measurable	Achievable	Realistic	Time
Describe what will change (knowledge, skills, attitudes, behaviors)	How will you measure progress?	Given the budget, resources, etc.	Can your staff complete the training?	Indicating when the outcome will be measured (in this case June 30th)

Training Courses

Course Title	Course Provider	Course Description	Training Format (virtual, hybrid, in person)	Course Cost	Hours

