



**Georgia's Positive Behavioral
Interventions and Supports**

School-wide PBIS Team Training Pre-training Readiness Checklist

Date

District Name

District Coordinator

DC Contact Info

GaDOE Specialist

School Climate Specialist

Training Dates/Location

Training Times

District Coordinator with support from School Climate Specialist and GaDOE TA

Pre-training Activities	√
Principal Training has been completed	
Staff Overview has been completed.	
School Team Members have been selected.	
The Self-Assessment Survey has been completed by the staff.	
SWIS Training completed (or planned to be completed during the training year)	
Comments:	

Pre-training Documentation (Both forms due to GaDOE Specialist two weeks prior to training)	√
School Agreement Form signed by Principal.	
School Data Profile Sheets are completed.	
Comments:	

Training Logistics	comments
Start and end times for each day	
Lunch	
Additional attendees	
Computer/Cell phone usage	
Tables arranged for team time	
Wireless Internet	
Size of room	
IT support available	
Microphone	
Sound System/Speakers	
Projector	

District Coordinator's role during training, for example: <ul style="list-style-type: none"> <input type="checkbox"/> Review District Implementation Plan <input type="checkbox"/> Review District Data <input type="checkbox"/> Co-Trainer <input type="checkbox"/> Active participation 	
Collect at end of training: <ul style="list-style-type: none"> <input type="checkbox"/> TFI Forms <input type="checkbox"/> Action Plan 	
Comments:	

School Teams	√
Administrator on the team	
Teams of 6-8 (ES/MS), 8-10 (HS)	
Number of school teams	
School based coach identified and attended Coaches Training	
Bring SWIS data (if available)	
Bring SAS data	
Team members attend all days of training	
Comments:	

DOE Provided Materials	√
Electronic copy of Training Materials sent to District Coordinator	
Copy of Product Book filler	
Sign-In Sheets	
Door Signs	
Training Evaluation	
Comments:	

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District Provided Materials	√
Electronic copy or hard copy with 3-ring binder of Training Materials for each team member (sent to DC from GaDOE Specialist prior to training)	
One three-ring binder for each team Product Book (sent to DC from GaDOE Specialist prior to training)	
Minimum of one laptop/computer for each team	
Post-It wall charts	
Table tents with name of school	
Name Tags for each member	
Supply box materials (post-it notes, markers, pencils, tape)	
Completed New School Data Profile for each team member	
Comments:	