

Scheduling Teacher Trainings

<i>Time of Day</i>	<i>Advantages</i>	<i>Disadvantages</i>	<i>Comments</i>
During school hours	<ul style="list-style-type: none"> • Convenient to all teachers: no need to plan around teachers' after school commitments • Increased potential for reaching all teachers involved in implementation • Normal work hours for teachers and trainers. 	<ul style="list-style-type: none"> • No need to pay release time costs for substitutes • Motivated teachers do not like to leave their classes and disrupt their teaching schedules • Increased burden on teachers, who must prepare detailed lesson plans for substitutes. • Some districts have extreme difficulty hiring substitutes (e.g., if neighboring districts are paying a higher rate or large numbers of teachers need to be released at one time). • Some districts may refuse to accept college credit units if teachers are being paid to attend the training during normal school hours. 	<ul style="list-style-type: none"> • Training hours should coincide with normal school day hours. Avoid scheduling past the end of the school day. • If training program can be run on an in-service basis and release time costs can be covered, scheduling during school hours is most likely the preferable option.
After school hours (e.g., late afternoons, early evenings, weekends, summers)	<ul style="list-style-type: none"> • Don't have to plan for or pay substitutes • Don't have to disrupt teaching schedules or student learning 	<ul style="list-style-type: none"> • Only highly motivated teachers will attend • Difficult to pick a time convenient for all teachers if training • May require trainers to work outside of their normal working hours • Energy may be low 	<ul style="list-style-type: none"> • Stipends, college, or school district credit will increase the likelihood of attracting teachers. • Scheduling training immediately after school seems to work best. • Weekends are typically poor times for training because many teachers and trainers are likely to have family or

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From: ETR Associates. (1997). *Dissemination Workbook for Programs That Work*. Santa Cruz, CA: Author.