

THE ULTIMATE
TEAM DEVELOPMENT PLANNER

PLAN • ORGANIZE • GROW



My hope for you is that as you pause to plan and reflect on your team's professional development, you see this as an opportunity to plant seeds of growth—not just for your staff, but for yourself as a leader. With intention and care, these seeds can grow into something extraordinary, transforming your team, your school, and the children you serve.

– Dr. Teri DeLucca, Founder, Impact Early Education



ANNUAL TRAINING

GOALS & PRIORITIES

Mission Alignment: What is your school's mission? How do you want your training plan to support this?"

Training Goals: What outcomes do you want for your staff this year? What skills should your team develop? Narrow it down to 3.

Goal 1

Goal 2

Goal 3

Success Measures: How will you define and measure progress towards and success as it relates to the goals above?

Goal 1

Goal 2

Goal 3

ANNUAL TRAINING

TEAM NEEDS CHECKLIST

Select the topics that *align with your mission and goals*. Then determine the format that will work best for your team. Write in anything you need that's not listed.

	One on one	Group Training	Online Course
Behavior and Classroom Management			
Behavior Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smooth Transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Better Circle & Morning Meeting Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Strategies			
Social Emotional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Literacy Skill Teaching Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Math Skill Teaching Strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incorporating STEAM Skills into Your Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Play-Based Multisensory Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Lessons and Play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclusive Education			
Teaching Special Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supporting Neurodiverse Children & Partnering with Parents for a Better School Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff Development and Leadership			
Professionalism & Getting Staff Buy-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to Start Coaching & Mentoring in Your Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resiliency & Staying Ahead of Burnout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANNUAL TRAINING

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One on one Group Training Online Course

Compliance and Operations

Compliance and Standard Operating Procedures ☐ ☐ ☐

Communication and Engagement

Communication Skill Development ☐ ☐ ☐

Parent Engagement Strategies ☐ ☐ ☐

Personal Growth for Staff

Stress Management ☐ ☐ ☐

Financial Management ☐ ☐ ☐

Relationship Maintenance Strategies ☐ ☐ ☐

Scan this code for a Impact Early Education's library of courses covering these topics and so much more!



January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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05	06	07	08	09	10	11	02	03	04	05	06	07	08	02	03	04	05	06	07	08
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
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April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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27	28	29	30				18	26	27	28	29	30	31	29	30					

July							August							September						
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October							November							December						
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ANNUAL TRAINING

MEETING & TRAINING OVERVIEW

While referencing your school's annual calendar and your team needs checklist, determine your training topics, formats, and scheduling cadence. The goal is to establish consistency and synergy between training and meetings, without adding too much additional time commitment from your team.

Quarter (determine your core focus for the quarter and brainstorm how to incorporate that into your meetings, trainings and overall operations)

Month 1 (List the month's training(s) along with their formats, timing and any other relevant details)

Month 2

Month 3

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TEMPLATE

EFFECTIVE MEETING BLUEPRINT

Use this to plan, prepare and execute your agendas for group training, staff meetings, one one ones, and more. Print multiple copies of this to fill out or convert to a digital format.

Date & Time:

Welcome/Opening (ice breaker and summarizing what's to come)

Main meeting or training topics of discussion

Feedback, questions, discussion summary

Next steps & follow up items

[illegible]



Dear Preschool Director,

I hope this resource helps you plan your team's training and development with clarity and ease. As a fellow leader in early childhood education, I know how challenging it can be to juggle the many responsibilities of running a school while striving to support your team and create a thriving environment for children.

At Impact Early Education, we understand the unique challenges directors face because we've been there ourselves—as teachers, directors, and consultants. We've felt the weight of leadership and the desire to not just survive the daily demands but to truly thrive in our roles.

That's why we created a platform to be the partner you need—a resource that equips you to plan, assign, and track training for your team with confidence and purpose. Our accredited programs provide high-quality training, practical tools, and expert support to help you build confidence, strengthen your team, and create a school where everyone thrives.

Leadership doesn't have to be lonely. With Impact Early Education, you have a partner in your corner, committed to helping you succeed. Scan the QR code below to explore our courses and take the first step toward transforming your school and reshaping the future of early childhood education.

Together, we can equip leaders, strengthen teams, and transform the field of early childhood education.



Warm regards,
Dr. Teri DeLucca
Founder, Impact Early Education



Keep learning & growing with us!

- **On-Demand Courses:** CEU & clock-hour aligned, research-based, and designed for real-world application. Masterclass style with a podcast wrap up segment that connects the dots. Our courses are full of practical strategies you can use tomorrow.
- **Leadership & Team Coaching:** Support that helps you build stronger systems, healthier culture, and more confident teams.
- **Live Learning Masterclasses:** Interactive, energizing experiences that spark change and bring teams together.
- **Substitute Success Program:** Training that sets up subs and your permanent team for smoother transitions and better outcomes.
- **Behavioral Support & Classroom Observation:** Conducted virtually, we use our own proprietary assessments and tools to provide research-based effective strategies that help your team understand, prevent, and respond to behavior challenges with confidence.



Proudly launching soon from:



One Platform. Five Breakthroughs.

This isn't just behavior observation, it's a *whole-school transformation tool*. Built by experts. Backed by science.
Designed to change everything.

Our revolutionary AI-powered platform analyzes multiple inputs and turns it into powerful insights that *drive real change*.

- We go beyond surface behaviors.
- We assess children across 5 key developmental domains.
- We decode teacher-child interactions and classroom dynamics.
- We factor in environment, family input, and center culture.
- And our AI agents translate it all into targeted classroom management plans, coaching for teachers, directors, and school leadership.