

School Program Work Plan Template

RATIONALE:

This template is designed to help you create a work plan for your school program. You can use it to coordinate with teachers and other school staff members, plan activities, and keep yourself organized as you implement your program. This tool is also available in an Excel format.

INSTRUCTIONS:

1. Review the Year Plan template first. The purpose of the Year Plan is to help you create a rough outline for your program that you can later use to do more detailed planning each month.
2. Use the first column, Learning Areas/Focus, to highlight what you plan to focus on teaching the students that month. If you are working with any teachers, now is a good time to connect with them to come up with ideas that will support their plans for the year regarding what they will be teaching and when.
3. Write down any activities or trips that you already know have fixed timing and/or are seasonal. For example, if you are planning to harvest herring roe with your students, write this activity down under Day Trips during the time of year that the herring roe harvest typically occurs. Or, if you plan to do a Spring Break camping trip, write this down under Multi-Day Trips during the month that Spring Break takes place.
4. Build the rest of your Year Plan around the activities that have the least flexible timing.
5. Share a rough draft of your Year Plan with school administrative staff, teachers, community knowledge holders, and anyone else who can help you refine it. Incorporate their feedback and ideas.
6. Share a final draft with teachers and school administrative staff so they know when you'll be doing different activities, such as camping trips and day trips. This will help them plan for these trips (e.g., by creating lesson plans that align with the learning focus of the trip, by giving less homework that week, by volunteering to help out).
7. Once your Year Plan is complete, move on to the Month Plan. The purpose of the Month Plan is to help you create a detailed plan for your month that tells you what you'll be doing, when. You can do this far in advance, or at the beginning of each month.
8. Use the Month Plan to create a schedule for each week that includes information about what you'll be doing each day and at what time. Don't worry about getting into too much detail about specific activities here—you can use the Activity Planning Worksheet and the Trip Planning Worksheet (Tools 5A and 5B) to help you plan out specific activities in more detail.



Month	Learning areas/ focus for the month	Day trips	Multi-day trips	Community & School-wide Events
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

MONTH:

LEARNING AREAS/FOCUS FOR THE MONTH:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Week 1</i>							
<i>Week 2</i>							
<i>Week 3</i>							
<i>Week 4</i>							
<i>Week 5</i>							



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MAP OUT YOUR WORK PLAN

Designing a work plan can be complicated, especially if you're planning a program component that takes place over a long period of time (e.g., a ten-month school program). To simplify the process, it can be useful to create an outline for your work plan that breaks your program's timeline down into smaller, more manageable time units, such as weeks or months. This can help make the task of creating a work plan feel a bit more manageable.

This Toolkit includes three work plan templates designed to help you create a work plan for your program. Tool 4D, the **Internship Work Plan Template**, is for SEAS internship program planning. It is organized by week, since most SEAS internship programs typically last around 6-8 weeks.

TOOL 4D:
Internship
Work Plan
Template

Tool 4E, the **School Program Work Plan Template**, is for school program planning. Tool 4E helps you roughly sketch out your program's learning focus for each month of the school year, with the idea being that it can be helpful to first create an outline for your program before doing a deeper dive into day-to-day specifics. Then, it provides a template that you can use to create more detailed monthly work plans.

As you figure out which activities need to happen when, you can start to fill in your work plan. Begin by scheduling activities that have the least flexible timing, and then build the rest of your work plan around these activities.

TOOL 4E:
School
Program Work
Plan Template



Your work plan should include enough information so that you know at a glance what you're doing each day. This will help you plan your activities out ahead of time so that you're prepared on the day of.

ORGANIZE THE ACTIVITIES IN YOUR WORK PLAN

If you are in charge of delivering SEAS programming in your community, then your main job is to organize learning activities for youth. The key to successfully delivering a SEAS activity is to have a clear plan in mind for what you're going to do and how you're going to do it. This means taking some time to organize the logistics for each activity ahead of time.

For some activities, this will be fairly straightforward, but for more complicated activities, it will require

some advanced planning and coordination.

This toolkit includes two tools to help you plan out your activities in more detail: an **Activity Planning Worksheet** (Tool 5A) and a **Trip Planning Worksheet** (Tool 5B). The **Activity Planning Worksheet** supports logistics planning for classroom and community-based activities. The **Trip Planning Worksheet** is for activities such as day trips and camping trips or other overnight adventures. Both worksheets include checklists that are designed to help your activities run smoothly.

TOOL 5A:
Activity
Planning
Worksheet

TOOL 5B:
Trip
Planning
Worksheet

Keep in mind that planning your activities out in advance is also an opportunity to think about how each activity can have the biggest possible impact. In other words, are there additional ideas you can bring to your initial idea to make it even better?

For example, if you're planning a visit to an old village site with a group of students, why not invite someone along who might really enhance that experience, such as an archaeologist or an Elder? Similarly, if you're headed out on a harvesting trip, you could consider inviting an experienced harvester or someone from your resource management office to lead part of the activity. Other ideas include planning for students to not only learn how to harvest, but also how to process what they harvest by learning preservation methods, and then having students share and distribute the food and medicine they've prepared with the broader community. Some programs focus on integrating language learning into all components of classroom and field trip activities.

There are often opportunities to maximize the benefits that youth get out of each experience by adding components that will make the activity more interesting or meaningful. All that's needed is a little creativity and some advance planning.



If you're planning to ask someone to help you deliver a SEAS activity, make sure you give yourself lots of time to reach out to them. This way, if they agree to be involved, they can put it in their calendar and plan around it, and if they can't make it, then you have time to ask someone else.

Also, if you reach out to someone and they don't get back to you right away, try again! It's true that sometimes people won't bother responding if they don't want to participate, but more often than not, people just forget because they're busy. This doesn't necessarily mean that they're not interested, so don't be afraid to be persistent.

