

# PROJECT PREVENT GRANTEE TRAINING

National Center on Safe Supportive Learning Environments



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**September 27, 2018**

**Chicago, Illinois**

By the National Center on Safe Supportive Learning Environments  
under contract with Office of Safe and Healthy Students

# Welcome and Opening

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# Overview of the Day

Time	Activity
11:00 - 12:00	Project Director Forum
12:00 - 12:30	Lunch—What Works: Strategy and Evidenced-Based Program Discussion
12:30 - 1:45	<b>Training Session 1:</b> Where are We Now? Assessing Progress Towards Sustainability
1:45 - 2:30	<b>Training Session 2:</b> Who Needs to Be at the Table? Strengthening Stakeholder Support and Strategic Partnerships
2:30 - 2:45	Break
2:45 - 4:00	<b>Training Session 3:</b> What Is Next? Developing a Sustainability Action Plan
4:00 - 4:30	<b>Training Session 4:</b> What Resources Can Help? Finding Resources to Support Sustainability
4:30 - 5:00	Closing: Moving into the Future

# Project Director Forum

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# Overview

- Introductions
- Reflection and Discussion

Lunch:

What Works: Strategy and Evidenced-  
Based Program Discussion

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# Training Session 1: Where are we now? Assessing Progress Towards Sustainability

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# Objective and Overview

## Session Objective:

Grantees will **assess their progress to date toward sustainability**, using an 8-factor framework, **share strategies for success and areas for growth** across factors, and **identify areas of focus** for the coming year.

## Session Overview:

- Key Factors for Sustainability
- Self-Assessment Exercise
- Small Group Activity
- Reflection and Discussion



# Key Factors for Sustainability



## Key Factors for Sustainability

1. Create an action strategy.
2. Assess the environment.
3. Be adaptable.
4. Secure community support.
5. Integrate program services into community infrastructures.
6. Build a leadership team.
7. Create strategic partnerships.
8. Secure diverse financial opportunities.

# Factor 1: Create an Action Strategy.

## Keys to Success

- Start planning early.
- Create a shared vision with partners and school/community leaders.
- Incorporate sustainability activities into daily program operations.
- Create a sustainability plan.
- Incorporate measures of success into the sustainability plan.

# Factor 2: Assess the Environment.

## Keys to Success

- Embed continuous assessments throughout the life of the program or service.
- Identify focus areas for conducting an environmental assessment (e.g., readiness).
- Use the information gathered.



# Factor 3: Be Adaptable.

## Keys to Success

- Recognize changing needs within the school and community and the financial and political landscapes.
- Match services offered to school/community needs and uphold the fidelity or best practice of the model being implemented.
- Create opportunities for innovation and utilization of successful practices.

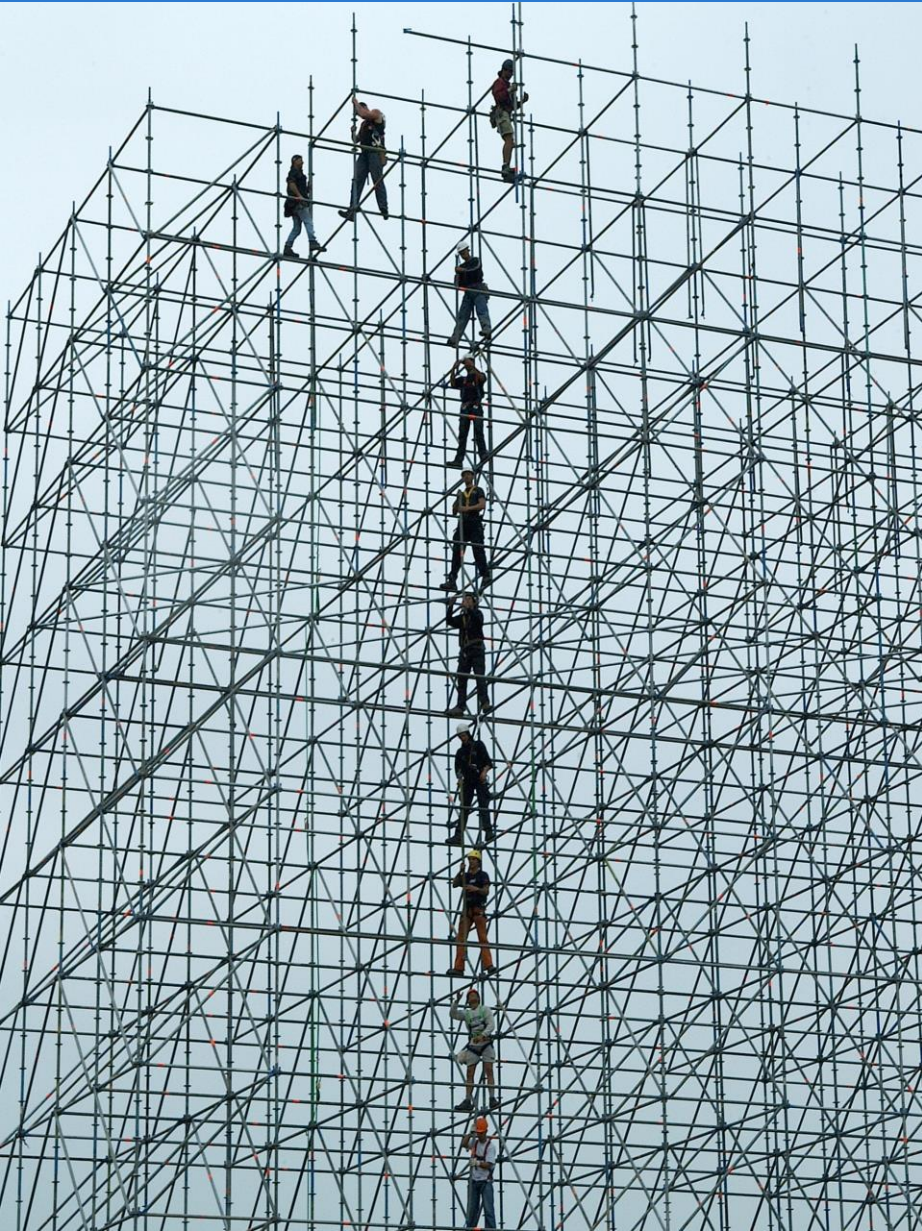
# Factor 4: Secure Community Support.

## Keys to Success

- A well-planned communication approach is critical for leveraging school/community assets and partnerships that can help sustain successful implementation.
- Formulate a communication approach and message.
- Promote the program and its services.
- Use program leaders, strategic partners, community champions to share the program's or service's message.
- Using multiple stakeholders and sharing stories that describe the impact of a program/effort can help garner support for the programs.
- Community collaboration can be instrumental in a programs' success and the decision to maintain them.



# Factor 5: Integrate Program Services Into Community Infrastructures.



## Keys to Success

- Streamline service delivery, policies, and practices (e.g., management systems, hiring and training additional staff, training “trainers” and program materials).
- Examine the policies, practices, and structures through which programs and services are offered to help sustain and replicate efforts.
- Integrate programs, services, and practices into the broader school/community fabric (e.g., embed the policies, practices and structures within your school/organization or partnering agencies).

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# Factor 6: Build a Leadership Team.

## Keys to Success

- Identify strong internal leaders.
- Ensure a clear vision is provided for the team.
- Keep organizational leaders engaged and secure their commitment. Building a leadership team, verses a single leader, can help bolster successes even during staff turnover.
- Identify external school/community champions.
- Promote leadership development.

# Factor 7: Create Strategic Partners.

## Keys to Success

- Develop strategic partnerships. Strategic partnerships may increase program and service capacity, help the program become more efficient in service delivery, and decrease the likelihood of duplicated efforts.
- Work with external agencies and advocate with strategic partners with an interest in the issues addressed by the program.
- Establish a shared vision and commitment to sustainability.
- Engage partners to help market program successes.
- Leverage partner resources.
- Assess existing partnerships continuously.



# Factor 8: Secure Diverse Financial Opportunities.

## Keys to Success

- Review the program budget to identify core activities and services.
- Incorporate sustainability activities and planning into their overall program and service funding plans.
- Identify and seek funding opportunities.
- Develop a strategy for securing funding.
- Build fundraising and grant writing capacity.
- Create a budgetary line item to address sustainability planning.

# Key Takeaways



- Be intentional about what it takes to sustain your work.
- Involve more champions/stakeholders in your efforts.
- Update your sustainability plan regularly.
- Build necessary capacities, especially during the last year.
- Strengthen those things that are working.
- Strengthen organizational structures.
- Make sure your key practices are now routine.

# Self-Assessment Exercise

1. Choose one factor to assess.
2. Assess progress to-date using self-assessment in your folder.
3. Choose top 3 factors to explore further.

# Small Group Activity

1. We will conduct three, 10-minute rounds of small group conversation.
2. Choose one of the three factors you would like to discuss and move to the assigned table.
3. In your small group, consider the following questions about the chosen factor:
  - *What are your successes related to this factor?*
  - *What challenges have you encountered?*
  - *What would you like to build on in the year ahead?*
  - *What support might you need to achieve your goals related to this factor?*
4. At the end of the 10 minutes, move to the assigned table for the next factor you would like to discuss. (We will let you know when 10 minutes has passed.)

# Reflection and Discussion

- Review grantee responses for each factor discussed.
- Identify common themes:
  - Successful strategies
  - Challenges
  - Possible TA needs

# Training Session 2:

## Who Needs to Be At the Table? Strengthening Stakeholder Support and Strategic Partnerships

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# Objective and Overview

## Session Objective:

Grantees will **identify successes and strengths, problem-solve challenges, and develop a plan for engaging with stakeholders and partners** to support meeting their site-specific goals.

## Session Overview:

- Interactive Activity
- Key Factors in Strengthening Stakeholder Support and Strategic Partnerships
- Reflective Team Exercise
- Creating a Communication Plan
- Communication Planning Toolkit

# Interactive Activity : Communication + Partnership + Communication = Program Sustainability





# Key Factors in Strengthening Stakeholder Support and Strategic Partnerships

- Develop strategic partnerships. Strategic partnerships may increase program and service capacity, help the program become more efficient in service delivery, and decrease the likelihood of duplicated efforts.
- Work with external agencies and advocate with strategic partners with an interest in the issues addressed by the program.
- Establish a shared vision and commitment to sustainability.
- Engage partners to help market program successes.
- Leverage partner resources.
- Assess existing partnerships continuously.



# Reflective Team Exercise

## Using the Partnership Worksheet

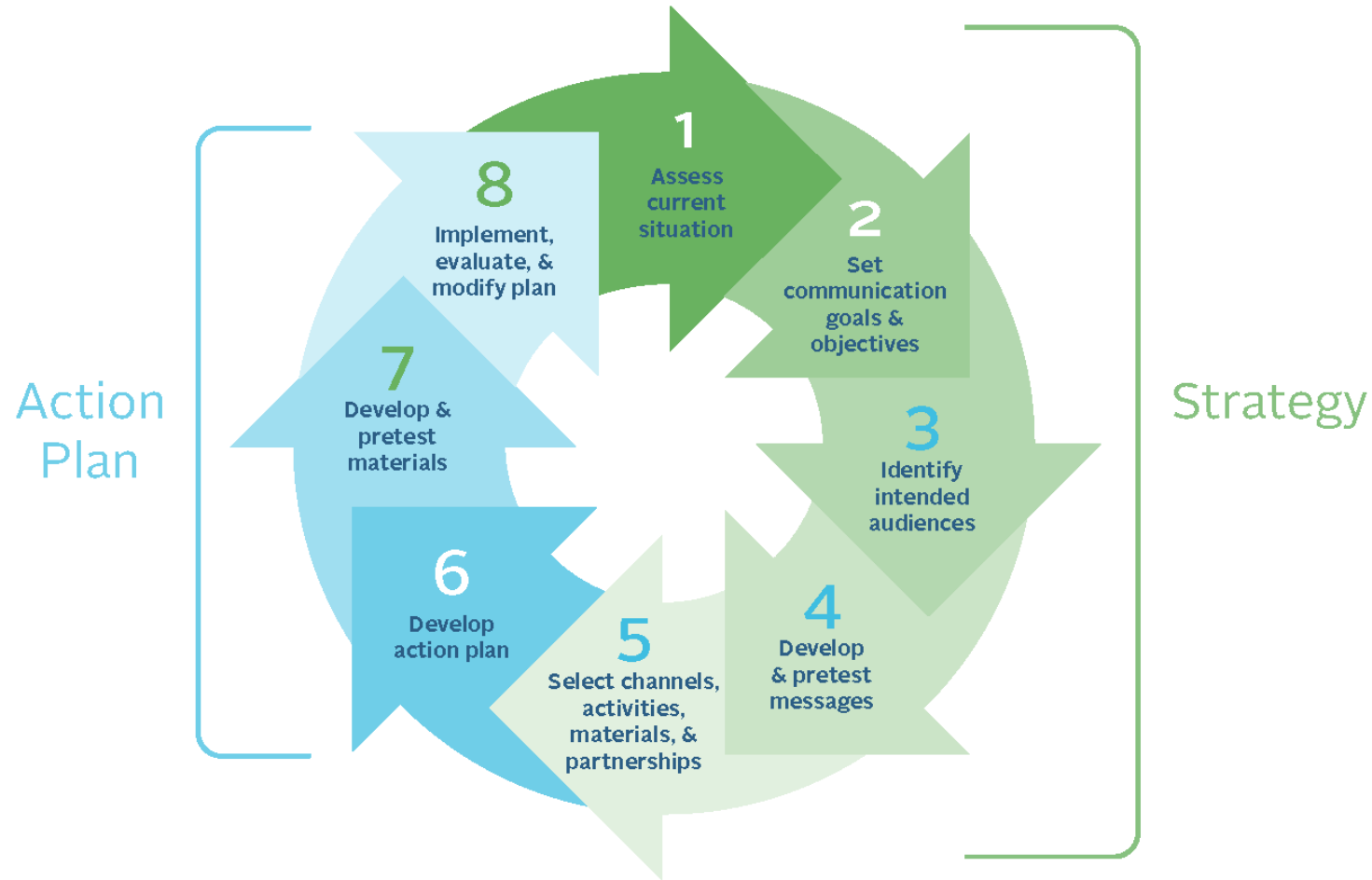
- List the current partners that support your P2 grant (in two categories – formal and informal).
- Identify how each partnership contributes to program sustainability factors: a) increase program and service capacity; b) help the program become more efficient in service delivery; and c) decrease the likelihood of duplicated efforts.
- What program sustainability factors need to be strengthened?
- What new partnerships are needed to enhance program sustainability?

# Creating a Communication Plan

- Creating a communication plan presents you, your staff, and your partners with an opportunity to commit to your success as a team.
- It supports program implementation and paves the way for sustainability.
- Success and sustainability are like the two rails on a railroad track. Just as the train cannot run without both rails, getting to where you want to go requires communicating with both successful implementation and sustainability in mind.



# Communication Planning Toolkit



# Training Session 3: What is Next? Developing a Sustainability Action Plan

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# Objective and Overview

## Session Objective:

Grantees will begin to **develop sustainability action plans** for school year 2017-18 (SY17-18) that contain **goals, objectives**, and action steps.

## Session Overview:

- Key Factors for Sustainability
- Grantee Perspective
- Team Exercise
- Reflection and Discussion



# Key Factors for Sustainability



1. Create an action strategy
2. Assess the environment
3. Be adaptable
4. Secure community support
5. Integrate program services into local infrastructures
6. Build a leadership team
7. Create strategic partnerships
8. Secure diverse financial opportunities

## Grantee Reflection on Sustainability Action Planning



# Team Exercise

As you review the sustainability planning worksheet, consider:

- Where you have strategies and resources in place;
- Where you may need additional input, support, or resources;
- Where you may need to customize the worksheet; and
- Which areas are most important to focus on this school year.

# Reflection and Discussion

- **Where are you** in the action planning process?
- What's been **challenging and useful** about the process?
- What is a high-priority **goal, objective(s), and action step(s)** for SY17-18, and why?
- **What will you need to do** to complete the action planning process?

## Session 4:

# What Resources Can Help? Finding Resources to Support Sustainability

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# Objective and Overview

## Session Objective:

Grantees will **gain knowledge about the tools and resources available on the NCSSLE website** that support planning, implementing, maintaining fidelity, and sustaining Project Prevent activities in their schools.

## Session Overview:

Review Sustainability Resources

# Sustainability Resources

## Today's featured resources:

- *Planning for Sustainability Online Learning Event*  
<https://safesupportivelearning.ed.gov/events/webinar/planning-sustainability>
- *Building Sustainable Programs: The Resource Guide*  
<https://www.hhs.gov/ash/oah/sites/default/files/sustainability-resource-guide.pdf>
- *School Climate Improvement Self-Assessment and Action Planner*  
<https://safesupportivelearning.ed.gov/scirp/about>

# Closing: Moving Into the Future

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# Reflection and Discussion

- Key takeaways
- Feedback on the day
- Themes from the training

# Feedback on Today's Training

Please complete the feedback form in your folder and return to us before you leave today.