**Systematic Instruction 11**

**Training, organizing and scheduling**

**Putting it all together**

1.

2.

3. Classroom set-up

a)

b)

c)

d)

e)

f)

4. Arranging classroom material

a)

b)

c)

d)

4. Organizing materials:

5. Classroom/staff schedules

Notes on “how to” and examples:

6. Training:

a)

b)

c)

d)

e)

f)

7. Collaboration and communicati

* **Reflection**
* Things I learned from this module:
* Questions I have:
* Things I would like to learn more about:

**Putting it into Practice**

1. Using the suggested formats (or one of your own design) create a classroom schedule including all of the elements mentioned in the presentation. Don’t make it too fancy as you will be revising it!
2. At a classroom staff meeting, share the schedule with the staff (you can also create the schedule as a group if that is easier for you) and implement the schedule.
3. Tweak as needed!
4. Using the suggested elements, create a staff training using an instructional plan. Then train more!
5. Teach other instructional staff members to manage the schedule and create trainings!

**For questions regarding content and practice, contact:**

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* Center for Development and Disability
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