



# Guide for Follow-Up Support Planning

**Professional Development Event Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Follow-Up Support Description:** Effective professional development (PD) includes the planning for and provision of one or more follow-up support (FUS) strategies after a PD event (e.g., training, technical assistance, coaching). The intent of conducting FUS is to strengthen the transfer of learned strategies or skills, leading to implementation. FUS processes may take place over time and may be altered as the needs of the participants change. FUS is not the introduction of new information; it is the reinforcement of information provided at the PD event.

**1. Considering trainer/facilitator skills and knowledge and available resources, which FUS strategies are appropriate to use with the participant group? Should FUS be directed to each individual separately or to the group as a whole?**

**2. Considering the participant group (their needs and perceived barriers), how will the trainer/facilitator ensure that participants engage in the FUS provided?**

**3. What data can be collected to identify the FUS needs of training participants?** (Examples of data collection instruments: needs assessment/survey prior to the event, assessments from participants about preferred methods of FUS, participants' action plans [see Action Steps 2, 4, 5, and 7 in the example table] and assessments of implementation to assess barriers participants are encountering.)

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**4. What data can be collected to gauge the effectiveness of the FUS strategies/tools used?** (Examples of data collection instruments: anecdotal feedback from participants as you communicate post-event, delayed post-evaluation data [see Action Step #8 in the example table], formal interviews with participants post-event.)

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# Follow-Up Support Planning Guide – Example

	<b>Action Steps for Implementation of FUS Strategies/Tools</b>	<b>Person Responsible</b>	<b>Materials &amp; Resources</b>	<b>Deadline</b>	<b>Completed</b>	<b>Notes</b>
1	Share FUS expectations with participants prior to the event (may want to seek commitment from participants). Incorporate into marketing materials.	Bill	Marketing materials for the event.	Prior to the event	✓	Also included FUS in registration process.
2	Develop appropriate action planning template for participants to capture next steps.	Bill	Action plan in the processing guide	Prior to the event	✓	Used action plan from the Professional Development Practices website.
3	Share FUS expectations with participants during the event.	Jo	Build into opening remarks	At the event	✓	
4	Ask participants to complete action plans at the event. Photocopy for your use in guiding FUS.	Bill	Action plan within processing guide	At the event	✓	
5	Include FUS questions on event evaluation (frequency, preferred mode of communication).	Jo	Event Evaluations	At the event	✓	
6	Send email to all participants offering technical assistance and support.	Bill	Email	2 weeks post	✓	
7	Send copies of completed action plans to participants.	Jo	Copies of action plans, envelopes	3 months post	✓	
8	After using Survey Monkey for delayed post-evaluation,* use this information to direct any further FUS needs.	Bill	Survey Monkey	5 months post	✓	Ask for rate of implementation, successes, and barriers.

\*Reminder: FUS and evaluation are two distinct and separate PD practices. Both require unique strategies, though data from each may sometimes be used to inform the other.

Note: Effective FUS planning should begin during the initial design process of a PD event. The full FUS plan, including tools and time line, should be developed prior to the event, and participants should be informed of the FUS plan before and during the event.

# Follow-Up Support Planning Guide

Use your responses to the four questions on page 1 (strategies, participant engagement ideas, data to identify needs, data to evaluate FUS strategies) to guide your planning of FUS strategies.

Action Steps for Implementation of FUS Strategies/Tools	Person Responsible	Materials & Resources	Deadline	Completed	Notes

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