

Trauma-Skilled Schools Unit Plan Template

To be Completed by Candidate for Trauma-Skilled Specialist (TSS) Certification

Instructions:

A requirement for completion of the TSS Certification Program is the creation and verified delivery of an instructional unit or application activity that shares or utilizes a segment of information from the Trauma-Skilled Schools Model with other educators in the work setting or the applicant of a concept with students. Because workplace opportunities for application of the material vary widely, candidates may adapt the template to their situation with appropriate explanation or may consult with NDPC to develop another application such as modification of school practices or policies to better meet the needs of trauma-impacted students.

Each section of the Unit Plan Template should be completed according to instructions, or modifications should be appropriately explained, and the plan document should be submitted electronically, along with any attachments, by email to Nancy Nielsen at Certification@DropoutPrevention.org.

Name of Certification Applicant (as appeared in original application)	
Name of Applicant's Current Employer	
Current Position Title	
Date of Original Training in Trauma-Skilled Schools Model	
Location of Original Training in Trauma-Skilled Schools Model	
Date of Unit Plan Development/Completed	
Date Unit Plan Was Delivered to Audience	
Location of Unit Plan Delivery to Audience	
Number of Attendees at Unit Plan Delivery	
Date Unit Plan Was Submitted to NDPC	

Item/Instructions	Response
Which step of the TSS Model is addressed by this unit plan or activity?	
Which sub-section or segment of that step is addressed by this unit?	
Describe the target audience of this unit (teachers, students, level, etc.)	
What is the projected number of participants in the audience?	

How is the audience identified, selected, or recruited?	
Describe the physical setting that is needed for unit delivery.	
Describe the level of prior knowledge and understanding of the audience relative to the general topic of trauma and to the TSS Model.	
State in general terms the desired outcome of the unit for audience.	
Explain how you will justify the need for the information you plan to deliver to the audience.	
Explain how you will clarify and define the TSS Model, and the relevance of the selected instructional unit/topic within the TSS Model.	
State one or more measurable objectives that will be accomplished with the audience by delivery of the unit. (behavior to change, degree of change)	
What are the main points to be addressed by the unit?	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
For each main point of the unit, briefly describe your techniques, strategies, and activities to deliver that point.	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.

List the activities that you will utilize in unit delivery that make instruction interactive and that engage the participants and link these to each main point of the unit.	
List the visual prompts (slides, videos, etc.) that you use in unit delivery and link these to each main point of the unit.	
List any resources that you will either provide to participants or that you will suggest to participants.	
Explain how you will check for engagement and understanding during delivery of the unit.	
List the questions, concerns, and/or objections that you anticipate from the audience during the unit delivery and state how you plan to address each one.	
How will you end or conclude the unit delivery session?	
How will you have participants evaluate the delivery and usefulness of the unit delivered?	
Date and location of actual unit delivery or implementation	
Total number of attendees at actual delivery	
Length of delivery session	
Provide the name and contact information of one individual other than yourself who is willing to verify actual delivery of the unit.	

Please submit any of the following related attachments with your unit plan::

1. Any slides or visuals that are used in delivery of the unit.
2. Any handouts that are used in delivery of the unit.
3. Any documents that were created as a result of the unit delivery or activity
4. Links to any video clips that are used in delivery of the unit.
5. List of any references or supplemental materials that are referenced or provided to participants.

Notes:

1. You may utilize for unit delivery any slides or materials that you acquired during training in the TSS Model or any related resources from the NDPC Website.
2. By submitting this instructional unit plan to NDPC, the TSS Certification Program applicant agrees that the unit plan may be utilized, shared, and/or publicized by NDPC with appropriate credit given to the applicant. The applicant also verifies that the instructional unit utilizes and is consistent with the propriety content of the NDPC Trauma-Skilled Schools Model and that the unit plan will be delivered only during the course of the applicant's employment, and that the unit plan has not, or will not, be delivered by the applicant for additional income or for personal gain.