

Program Planning Checklist

Print off this page and use it to guide your skills training research and planning as you navigate your way through the online resource hub.

Considerations	Reference /Resource	Notes
Pre-Planning: Program Goals		
What are the ideal outcomes of your program (ex. sharing safety information, skill development, experiential learning, etc.) ¹	N/A	
How many students would you like to reach each year	N/A	
How many schools would you like to work with each year	N/A	
Section 1: Foundations		
What other walking & wheeling skills training programs exist in my community / nearby, and are there opportunities to work together	<ul style="list-style-type: none"> Existing Programs List - Ontario 	
What will the focus of the program be (e.g., multimodal, walking-only, cycling-only)	<ul style="list-style-type: none"> Lessons Learned Report (see lesson #4) Case Study #3 	
What policy support and demand exists locally for this program (e.g., mention of skills training in an Active Transportation Master Plan, school board commitment to Active School Travel, etc.)	<ul style="list-style-type: none"> Lessons Learned Report Potential Funding Sources List – Ontario 	

¹ The focus of this project has been on supporting skills training programs that aim to provide safety information, skill development opportunities and experiential learning, and we encourage you to consider all these outcomes too. However, if your ideal outcomes are limited to information sharing (through, for example, a short video or assembly), you may find that you will not need to consider all the program components outlined in the resource hub.

<p>Which organization / department is best suited to take the lead on the program and do things like hire a coordinator, train instructors, conduct school outreach, etc.</p>	<ul style="list-style-type: none"> • Lessons Learned Report 	
<p>Does that organization / department have existing capacity, or would a new role be created for program coordination</p>	<ul style="list-style-type: none"> • Lessons Learned Report 	
<p>What connections do we have at the school board to help bring this program into schools</p>	<ul style="list-style-type: none"> • Lessons Learned Report • Case Study #2 	
<p>What age group will be the ideal focus for the program?</p>	<ul style="list-style-type: none"> • Lessons Learned Report (see lesson #5) 	
<p>How many hours of training will ideally be provided?</p>	<ul style="list-style-type: none"> • Lessons Learned Report (see lesson #6) 	
<p>What kind of equipment will be provided through the program for participants</p>	<ul style="list-style-type: none"> • Lessons Learned Report (see lesson #10) 	
<p>What partners are well positioned to support the program, including:</p> <ul style="list-style-type: none"> • bicycle maintenance, transportation & storage • instructor recruitment 	<ul style="list-style-type: none"> • Lessons Learned Report (see lesson #12) 	
<p>Can we get school-board permission to take students off-site for a walk and/or bike ride in the community</p>	<ul style="list-style-type: none"> • Lessons Learned Report (see lesson #9) 	

Section 2: Program Expenses and Funding Opportunities

Our estimated program expenses	<ul style="list-style-type: none">• Program Expense Mapping Tool• Lessons Learned Report (see lesson #2)	
What are the available funding sources and models for the program	<ul style="list-style-type: none">• Potential Funding Sources List• Lessons Learned Report (see lesson #3)	

Section 3: Program Materials

Which existing program materials seem like a good fit for our program	<ul style="list-style-type: none">• Case Study #1• Skills Training Curriculum Samples	
What are the key school curriculum connections that can be highlighted to make the case for our program	<ul style="list-style-type: none">• School Curriculum Connections	

Section 4: Instructor Training and Recruitment

Are there people who are trained instructors already in the community?	<ul style="list-style-type: none">• Instructor Training Tips	
How will we train new instructors for the program	<ul style="list-style-type: none">• Instructor Training Tips• Case Study #4• Lessons Learned Report (see lesson #7)	
What avenues exist for recruiting potential instructors	<ul style="list-style-type: none">• Instructor Training Tips	

What are the core instructor competencies we are looking for	<ul style="list-style-type: none">• Instructor Training Tips• Sample Instructor Job Posts	
How many instructors will we need	<ul style="list-style-type: none">• Instructor to Student Ratio Recommendations	

Additional Notes: