



CHARACTER DEVELOPMENT PROGRAM

POST TRAINING IMPLEMENTATION STEPS (FOR SCHOOL-WIDE OR DEPARTMENT-WIDE IMPLEMENTATION)

1. Create an implementation team – This team should consist of a representative or representatives from each department which will be using the curriculum. If implementing the program within a single department, try to have all department members participate. Ensure that all grade levels which will be using the program are included on the team. Select a team leader to drive the process. Schedule a kick-off meeting.
2. Get to know the materials – All implementation team members should review the curriculum in depth. If a team member has not attended an in-person training, they should take the online training, available at www.cmohedu.org. If the team already knows how the program will be utilized (within existing curriculum, during homeroom, in preparation for holidays, etc.), then task the team with researching the lessons that will be most impactful for students given the implementation setup. If the team does not know how the program will be utilized, have members brainstorm different ways and ideas for incorporating the program into the school or department prior to the first meeting.
3. Kick-off meeting – The goal for this meeting will be solidifying the implementation process. Discuss how the program will be utilized in the school or department with a focus on deciding which lessons will be used and by which departments/grade levels. Create an implementation timeline and address any concerns that staff or parents might have. Decide if additional staff members need to be trained in using the program and craft a plan to explain the program and the plan to the appropriate school staff and ensure everyone has access to the lessons.

Middle School Implementation Guidance: During the 1st year of implementation, all grade levels should plan on teaching three foundational/introductory lessons. At the beginning of the second year and each additional year, the 6th grade team will teach the three foundation lessons and the 7th and 8th grade teams will do a short introductory lesson as a refresher, and then will utilize lessons in the B, C, and D sections of the curriculum.

4. Start the implementation process – Using the implementation timeline created in the kick-off meeting and the resource book/website materials, begin the implementation process, starting with getting all teachers ready to use the lessons. If you or your team has questions about the resource materials or the implementation process, reach out to the Medal of Honor Character Development Program team at info@cmohedu.org or visit our website.
5. Share your success and feedback with us! Tag us in your social media posts or share your successes or feedback with us at info@cmohedu.org.