

Innovative Solutions Support

Example Project Plan



Service Name	Example service		
Name of service contact person	Jo Smith		
Case ID	XXXXXXXX		
Project Type	Guided Practice		
Name of Inclusion Professional	Example- IP		
Project Component	When	Who and Where	What and How
Initial consultation and observation visit	Week 1 Date: (if known) Time and duration: 9am to 12pm Initial consultation – 1 hour Observation Visit - 2 hours	Meet with Centre Director. Kindy room (3 educators), Pre Kindy room (3 educators) Toddler room (2 educators)	Discuss Project implementation and centre goals. Consultant will move between care environments, meet, and greet educators and observe care environments, interactions and practices.
Professional Development session 1	Week 2. Day 1. Date: (if known) Staff meeting after hours. 6pm to 8pm	All educators (10 in total)	PD session: Introduction to theory of understanding children's behaviour and their social and emotional needs.

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Project Component	When	Who	What
Coaching Session on the floor	Week 2 Day 2. Date: (if known) 9am to 12pm	1 hour per care environment <ul style="list-style-type: none"> Kindy Pre Kindy Toddler 	On-the-floor coaching session. Consultant will provide practical guidance to support educators to implement new strategies from PD Session 1
Mentoring Session off the floor	Week 2 Day 2. Date (if known) 12pm to 1.30pm	30 minutes per care environment <ul style="list-style-type: none"> Kindy Pre Kindy Toddler 	Off the floor mentoring session to provide educators opportunities to debrief, reflect and seek advice from the consultant following the coaching session. Centre Director will be available to replace educators to participate in off the floor conversations.
Professional Development Session 2	Week 4 Day 1 Date: (if known) Staff meeting after hours.6pm to 8pm	All educators (10 in total)	PD session: -Understanding how Attachment impacts on children's behaviour -Explore the 'Circle of security'
Coaching Session on the floor	Week 4 Day 2. Date: (if known) 9am to 12pm	1 hour per care environment <ul style="list-style-type: none"> Kindy Pre Kindy Toddler 	On-the-floor coaching session. Consultant will provide practical guidance to support educators to implement new strategies from PD Session 2

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Project Component	When	Who	What
Mentoring Session off the floor	Week 4 Day 2. Date (if known) 12pm to 1.30pm	30 minutes per care environment <ul style="list-style-type: none"> • Kindy • Pre Kindy • Toddler 	Off the floor mentoring session to provide educators opportunities to debrief, reflect and seek advice from the consultant following the coaching session. Centre Director will be available to replace educators to participate in off the floor conversations.
Coaching Session on the floor	Week 8 Day 2. Date: (if known) 9am to 12pm	1 hour per care environment <ul style="list-style-type: none"> • Kindy • Pre Kindy • Toddler 	On-the-floor coaching session. Consultant will provide practical guidance to support educators to implement new strategies from PD Session 3
Mentoring Session off the floor	Week 8 Day 2. Date: (if known) 12pm to 2pm	30 minutes per care environment <ul style="list-style-type: none"> • Kindy • Pre Kindy • Toddler • 30 minutes with Centre Director 	Off the floor mentoring session to provide educators opportunities to debrief, reflect and seek advice from the consultant following the coaching session. Centre Director will be available to replace educators to participate in off the floor conversations.
Final staff reflection session	Week 10 Date: (if known) 6pm to 8pm	All educators (10 in total)	Final reflective session for educators to reflect on the Project and collaborate with the consultant to devise ongoing strategies for Project sustainability.