**Email for External Trainers**

*This resource is a sample email for any external trainer to provide context around your district’s/school’s staff, needs, and priorities.*

External Trainer –

We are looking forward to our curriculum implementation training next week. This training will provide teachers and leaders with upfront experiences that will deepen their knowledge of how the curriculum works and will set the foundation for strong instruction.

Our priority is to anchor the training in an inspiring vision of expectations for students and effective instructional practice. It is important to elevate the reasons that led our district/school to adopt this curriculum. Teachers and leaders also need time to dig into the materials to understand how they are structured. We would like the training to focus on getting to know the structure and supports as well as understanding what it looks like to use the materials in daily practice. I am attaching our vision of excellent instruction. Please make sure to connect to this in your training and give participants time to see and understand how the materials will help us achieve our vision.

We have opted to have teachers and leaders together for this training so that they can learn side-by-side through digging into the materials.

Prior to the adoption of (insert curriculum) our district/school has been using (a teacher-designed curriculum/a district-developed curriculum/a weakly-aligned published curriculum). The teachers attending the training are (mostly/a mix of) (veteran/novice) teachers with a (comprehensive/limited) understanding of the shifts and standards.

Attached, please find the district/school developed pacing calendar. We would like you to help teachers and leaders understand the progression of knowledge and skills across the year, while digging into the first unit and lesson specifically so that teachers are ready to start the school year.

**Training Goals:**

* Establish a shared understanding of the district’s/school’s vision of excellent instruction for students- what it looks like in action, and how the materials help us achieve the vision.
* Experience standards-aligned instruction through participating in a model lesson from the curriculum.
* Understand how the curriculum is structured and how it is aligned to the shifts and state standards.
* Analyze structure and content of the curriculum-embedded assessments.
* Internalize and plan for the first unit and lesson.

I’d like to have a prep call to walk through your materials and discuss any changes needed based on our context. What times work for you in the next few weeks?

Best –

X