

**For District and School Adoptions**

# **The 10-Step Plan for Implementing a *Get Focused...Stay Focused!*® or Freshman Transition Program**

Using an adaptation of the *10-Step Plan from the George Washington University's Freshman Transition Initiative* (which inspired the *Get Focused...Stay Focused!*® model), the following step-by-step process was developed to help you create, implement, and sustain your *Get Focused...Stay Focused!*® program.

The complete version of this 10-Step Plan was designed to provide best practice strategies and resources so your implementation of the *Get Focused...Stay Focused!*® (GFSF) program can be quick and cost efficient. It is the road map of best practices that will help you develop a program that will increase graduation rates (both high school and college), assure ALL students are college and career ready, and provide students with the skills and attitudes to enter the workforce and develop a self-sufficient life.

Follow this plan, and you can develop AND sustain a program where your students will graduate with:

- A carefully-considered career path
- An *informed* major or program of study
- An online 10-Year Plan based on a career pathway
- A unique Skills-Based Education Plan that facilitates successful entry into a highly competitive workforce
- An affordable, postsecondary education or training plan that matches their career and life goals

**You don't have to reinvent the wheel.**

You can have a robust, proven program up and running successfully within six months (or less). Rather than bringing in consultants to manage your program, you'll have—literally at your fingertips—manuals, videos, and documents that will walk you quickly through your planning and implementation process. You'll create a cost-efficient whole-school program that will enhance and transform the lives of your students.

*Here is a synopsis of the complete plan*

## **PHASE ONE - GFSF Awareness and Stakeholder Buy-In**

### **Step 1: Gather Your Resources**

Here you'll find vital resources for managing your planning and implementation. They include checklists, videos, manuals, and more. In particular, you'll find a detailed job description and work plan for your GFSF Program and Curriculum Specialist, along with funding resources and strategies.

### **Step 2: Create a Vision**

Getting buy-in and then creating your program methodology is a critical step in the adoption and implementation of any new endeavor. Here you'll find templated presentations for your initial meetings with key stakeholders along with essential questions to address that will help your Executive Steering Committee refine your program model. A series of capacity-building videos will assure all of those involved are receiving the same message so you can move forward in the same direction quickly to create a program with fidelity.

### **Step 3: Form a Team of Champions to help finalize your plan and buy-in strategies**

Recognizing that it's the human resources that will make this project successful, the 10-Step Plan provides committee job descriptions, checklists, and strategies for the efficient and effective operations of the district and individual school advisory committees.

## **Step 4: Generate School and Community Buy-In for the new courses and 10-year Plan**

The proven meeting agendas, presentations, videos, and strategies provided make what could be a time-consuming, daunting process efficient, easy, and enjoyable to deliver. You'll find resources for getting buy-in from your school board, parents, community, and funding sources.

## **PHASE TWO - Freshman Course Planning and Implementation**

*It starts with a Freshman Transition course that meets the Freshman Transition Standards.*

### **Step 5: Plan Your Freshman Course Structure using the Career Choices series & My10yearPlan.com®**

Based on nearly 30 years' experience supporting thousands of schools with their freshman course, the resources provided will make course planning and implementation easy and effective. The videos and resources provided will help your instructional leadership team develop a course with fidelity, thereby assuring successful outcomes.

### **Step 6: Recruit Your Most Experienced Instructors to conduct the courses**

**This is a make-or-break step.** Without an enthusiastic, high-functioning instructor who has the higher-order teaching skills of a facilitator of learning, the tools (workbooks and online My10yearPlan.com®) will be less likely to produce the desired outcomes. The resources provided in this part of the plan assist with this critical step.

### **Step 7: Provide Professional Development and Course Planning Time**

Among a variety of options, you'll find detailed examples of a two-year professional development plan, along with the online Self-Study Quick Start Guide, which assures all course instructors are prepared from the first day of class. The template lesson plan pacing guide spreadsheets can be easily customized to match course goals.

## **PHASE THREE - Planning and Implementation for a GFSF School-Wide Initiative**

*Implementing the three Follow-up Modules for the 10th, 11th, and 12th grades and using the online 10-year Plan for counseling, advising, and academic coaching.*

### **Step 8: Make Your Get Focused...Stay Focused!® Program a School-Wide Initiative**

It is important that each year students revisit the 10-year Plan started in their freshman year to update and refine goals as they learn more about themselves through their use of the three GFSF follow-up modules. Videos and planning documents are provided to facilitate this integration into the culture of the school along with recommendations for whole-school meetings and professional development.

### **Step 9: Share All Students' 10-year Career and Education Plans for Counseling, Advisory, and Academic Coaching**

The greatest value of the online 10-year Plan is its accessibility to counselors, advisors, and academic instructors as a data-driven tool for personalizing their work with their students. Here you'll find professional development resources along with videos to help create a campus-wide vision that will change the culture of your school.

### **Step 10: Evaluate, Invigorate, and Celebrate**

Assessment is vital, not only for each student but also for the program as a whole. Use the resources and online tools provided to develop a formal assessment process so you can continually evaluate and upgrade your work with your students. Suggestions for celebrating your efforts with all stakeholders are included.