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| TRAINING PROPOSAL PLANNING TEMPLATE (do not include name of trainer/training organization on template) |

1. **Training Title:**
2. **Training Description:**
3. **Core of Knowledge Content Area(s) & Hours:** \_\_\_\_ Child Development \_\_\_\_ Curriculum \_\_\_\_ Health, Safety & Nutrition

 \_\_\_\_ Special Needs \_\_\_\_ Professionalism \_\_\_\_ Community

1. **Bibliography/References and Resources (A minimum of three (3) valid sources current within 5-7 years):**
2. **Training Objectives (Minimum of 3; maximum of 5. Number each objective. MUST include 1 competency identifier per objective from the Maryland Knowledge and Competency Framework for Child and Youth Care Professionals**

| **OBJECTIVE****(List number from above)** | **\*SN****\*FB****\*HI** | **TIME** | **CONTENT OUTLINE****(Brief outline of what is being presented. More details will be provided in the presentation note pages)** | **PRESENTATION METHODS****(Utilize a variety of methods - PPT presentation, large group, small group, video, scenarios, role play, activity, etc.)** | **HANDOUTS/MATERIALS****(Include correlating slide number)** |
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**\*SN** – Special Needs – include content that addresses special needs such as adaptations, modifications, learning styles, person first language, and ADA guidelines for both the participants and the population they serve.

**\*FB (CS) –** Family Backgrounds – include content that addresses the needs of all populations such as practices or modifications that reflect and respect the various child/family’s background, home language, traditions, and beliefs.

**\*HI** – Housing Insecurity – include content that addresses the needs of children and families that may be experiencing homelessness such as modifying activities and providing resources to families.