



Planning for LENA Grow

Use this worksheet to complete the Planning for LENA Grow course. As you finish each lesson, record your responses in the corresponding sections below. At the end of this course, email your completed plan to your Partner Success Manager to discuss at your next meeting together! You can always revise or revisit this worksheet for future LENA Grow sequences.

1. Resources Overview

LENA's **Getting Started Checklists** and this worksheet help you organize your tasks and responsibilities during your LENA Grow launch and beyond.

2. Roles and Responsibilities

Team communication is a key component of a successful LENA Grow program. Clear communication ensures everyone shares the same understanding, and feels confident in their role.

1. Who will be your **LENA Grow program manager**?

2. Who will be your **LENA Grow coaches**?

Assume a time commitment of about two hours per week per classroom.

3. Who will **create Sites, Groups, and Users in LENA Online**?

4. Who will **provide tech support** to coaches and centers?



If you own your own devices:

Who will manage and distribute inventory of program supplies, including incentives?

3. Plan Your Launch Schedule

Write the date you plan to have your first LENA Day in the bolded box in the 'First Sequence' column below. Then, backwards plan the start date for each checklist.

Launch	Site Prep	Room Prep	First Sequence	Reflection
			Start here! ↓	
←			Then, plan backwards	
Subtract five weeks from Site Prep start date.	Subtract two weeks from Room Prep start date.	Subtract four weeks from First Sequence start date.	When do you want your first sequence to start?	Talk with your IS about the best timing for the Mid-Year Reflection.
_____	_____	_____	_____	_____
<i>Example</i> 07/16/24	08/20/24	09/03/24	10/01/24	
+11 weeks from Launch to First Sequence start date				

 **Launch Start Date**

4. Create Your Seasonal Plan

A seasonal plan helps maximize your program potential. LENA will help create a plan that works best for your organization based on your answers below.

- How many rooms do you have available for use? _____
- How and when will you recruit sites to do LENA Grow?

- How many coaches will be doing LENA Grow? _____
- How many rooms can one coach serve at one time? _____
- When will you serve these rooms across the year? _____
- How will LENA Grow map onto other initiatives across the year like assessments or other PD?

If you own your own devices:



- How many devices do you own? _____
- How many vests do you own? _____
- How many rooms can you serve at one time? _____

5. Plan for Technology

In between each LENA Day and coaching session, a staff member needs to process devices and launder LENA clothing. Processing devices on site saves time, but is not always feasible.

1. Do you (or the sites) have adequate computers available? _____
Windows computer with internet, Hub download, available 2+ hours for uninterrupted processing.
2. Where will devices be processed? _____
At site or picked up by someone on your team.
3. Who is available to process devices each week? _____

6. Plan for LENA Online Organization

Your LENA Online account can be organized into Sites and Groups. Users can be given access to the entire Account, a Site, or just a Group. LENA recommends each Site in LENA Online represent a physical location (e.g., center or school) you will serve during a sequence.

1. Who is/are the LENA Online Account Owner/s? _____
2. How do you envision organizing Sites in LENA Online?

Email this completed plan to your Partner Success Manager. They will review and use it to guide discussion in your next meeting.



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