



From Ideas to Action: A Program Mapping & Planning Guide

Step 1: What are the touchpoints?

Where do you encounter and naturally interact with your adult learners?

During program(s)	
At events	
Transitions	
Other?	

Step 2: Where are literacy skills currently taught?

Rate each area as to how these are being implemented.

Literacy Components	Not Yet	Getting There	Strong
Phonological Awareness (sounds, syllables, phonemes)	☐	☐	☐
Decoding (letter-sound relationships, sounding out words)	☐	☐	☐
Fluency (accurate, smooth, expressive reading)	☐	☐	☐
Vocabulary & Oral Language (word meaning, morphology, academic language)	☐	☐	☐
Language Structures (sentence structure, grammar, meaning)	☐	☐	☐
Background Knowledge (building knowledge through texts and discussion)	☐	☐	☐
Verbal Reasoning (making inferences, interpreting language, connecting ideas)	☐	☐	☐
Writing (spelling, encoding, sentence writing, written expression)	☐	☐	☐
Literacy Knowledge (print concepts, text structures, genres)	☐	☐	☐
Where is your opportunity?			

Step 3: Know Your Learners

What do you know, and what do you still need to learn, to design instruction that meets your learners' needs?

What do you already know about your learners?
Examples: Languages spoken Literacy levels Family goals Community strengths
What additional information would strengthen your program?
☐ Preferred class days/times ☐ Instructional format (virtual, in-person, hybrid) ☐ Foundational reading skill baseline ☐ Learning goals and interests ☐ Family literacy needs ☐ Barriers to participation (childcare, transportation, technology) ☐ Other:
How will you gather this information?

Step 4: Choose One Next Step

What is one realistic improvement you could begin within the next 120 days?

My Next Step (within 120 days)

Success Metrics - How will you know your next step is making a difference?

Attendance:

Caregiver confidence:

Completion:

Family engagement:

Participant feedback:

Reading at home:

Reading growth:

Other:

Step 5: Implementation Checkpoints

Break your next step into manageable actions. Small, consistent progress leads to lasting change.

Timeline	Example(s)	Checkpoints
Month 1	• Share idea with leadership • Identify team members	
Month 2	• Gather baseline information	
Month 3	• Pilot the change	
Month 4	• Collect feedback	
Month 5	• Review results and determine next steps	

As you return to your organization, think about one learner or one family who could benefit from the change you've planned today. Every improvement begins with one person, and every person has the potential to change a family's literacy journey.

Thank you for spending time with us today!

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