# NEDP Implementation Training Task List

NT= National Trainer

ST= State Trainer

Dir= NEDP Director

OM= NEDP Operations Manager

Overview:

**State Trainers** are responsible for coordinating with state and agency leadership, securing face-to-face training space, presenting the training, and tracking and documenting attendance and completion of training requirements (except CASAS IT). They also assist with gauging interest/demand for training in their state.

**The NEDP Office** is responsible for providing training documents (including module PPTs and timelines, manuals, T Trainer instructions, training spreadsheets, planners, and follow-up templates) for trainers to use. These documents will be available on the NEDP State Trainers’ page. The NEDP office will focus on preliminary, pre-training support. They also assist with gauging interest/demand for training.

Trainers and NEDP office personnel will use three folders to share and disseminate information:

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| **Folder** | **Purpose** | **Audience** |
| NEDP Pro -> Training -> Cohort Name (e.g. “Bay City NEDP”) | Share training materials with trainees | Trainees |
| Google Docs Folder | Share behind-the-scenes information specific to this training cohort | NEDP State Trainers and NEDP Staff |
| NEDP State Trainers’ Page at NEDP.org (also called *ST page*) | Contains generic training materials to be adapted by STs and NEDP Office for training cohort | NEDP State Trainers |

Pre-Training:

**\*NOTE:** New agencies must complete these steps before beginning the pre-training process:

* Develop a plan for implementation, including identifying first clients
* Submit agreement from diploma-issuing agency
* Submit *Information Required Prior to Training*
* Approve training cost quote

**6 – 8 weeks before training:**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| Submit training dates, times, location and trainer names to NEDP OM, Dir, NT | OM will create a training in CORE |
| STs will customize *NEDP Implementation Training Planner,* found on the ST page,with cohort-specific information (dates, face-to-face v/s webinar, locations for FTF training, etc.) | OM will create new cohort folder in Z drive |
|  | NT will create a cohort-specific folder on NEDP Pro -> Training and begin to load training documents |
|  | NT will create Google docs folder for T Trainer instructions and cohort spreadsheet; share access with STs and OM |
|  | OM/NT can “Save the Date” in NEDP News if ST requests |

**4 – 6 weeks before training:**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| As Trainees register,   * Add names/info to trainee spreadsheet on Google folder * Add to email contact list | OM will send email notification of upcoming training to Primary/Secondary Contacts with *Order Form* |
| If non-contracting state/agency uses webinar training, ST will create the training:   * 1. Set up all of the web trainings (be sure to enable breakout rooms)   2. As trainees register, register them for the webinar if registration is preferred | If contracting state/agency uses webinar training, NT will create the training,   * 1. Set up all of the web trainings with breakout rooms enabled   2. As trainees register, register them for the webinar if registration is requested |
|  | OM will grant NEDP Professionals access upon registration |
|  | OM will process orders as order forms are received |

**2 – 3 weeks before training:**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| Coordinate with co-trainer   1. Module 1 PPT    1. in this and subsequent modules, customize slides for       1. FTF or webinar,       2. new agency/ new staff/ refresher       3. state-specific info    2. save as PDF; share with OM to post on Training page 2. Module 1 Trainer Timeline 3. If Module 2 will be webinar, decide which ST will review each trainee’s CCCI review and open diagnostic instrument homework 4. If webinar, who advances slides? Will you switch presenters? 5. Have a run-through meeting | NT will post the following on NEDP Pro -> Training –> Training Cohort   * Customized PDF of Module 1 PPT * *NEDP Pre-Training Introductory Unit* * Customized *NEDP IT Training Instructions* |
| Welcome trainees email   * Send welcome email, provided by NT and customized by STs as needed, to all registered trainees. * Continue to email trainees as additional trainees register * Continue to add newly-registered trainees to email list | NT provides welcome email template to STs with   * Welcome message (may be edited by STs) * Instructions to find *NEDP IT Training Instructions, NEDP Pre-Training Introductory Unit,* and Module 1 PDF on the NEDP Pro -> Training -> *cohort name* page. |
|  | OM/NT will update spreadsheet with CASAS IT certification |

**2 – 3 days before Module 1**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| Review Module 1 before presenting | NT will send reminder to anyone who is expected to train but hasn’t registered on CORE |
| If Module 1 is FTF:   * Send reminder with date/time/location to trainees * Print Pre-Training Intro Unit Quiz (on Pro page) * Print attendance sheet * Print blank evaluations (on pro page)   If Module 2 is webinar   * Send reminder link within 24 hrs * Load evaluation on webinar or create survey link on external survey site | Prepare T Trainer Accounts   * OM will create a new training site and generate a list of logins sufficient for number of trainees plus a few extra, * NT will login as admin and edit client and staff names to match trainees * NT will create T Trainer instructions for each participant, separating Diagnostics from GA   NT will save to shared Google folder |
| Prepare T Trainer emails to be sent with T Trainer instructions immediately after Module 1; save as drafts |  |

**Day of Module 1**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| If not contracted state or agency, ST reminder for trainees still not registered on GTT | If contracted state or agency, NT reminder for trainees still not registered on web platform |
| If webinar:   * Log in 30 minutes before training; conduct sound check * Record Module 1; notify trainees at beginning of webinar that it is being recorded   Ask trainees to let you know via chat box if multiple trainees are logged in under one name | NT can be available on webinar for technical assistance upon STs’ request |
| Launch or distribute Module 1 quiz, based on Pre-Training Intro Unit |  |
| Gather attendance and evaluations, add to Google shared folder |  |

**Between Modules 1 and 2**

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| **State Trainer** | **CASAS/NEDP Office** |
| For non-contracted states: on web platform, ST will:   1. Run attendance & document on Google docs spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with other ST and NT 4. Save recording of Module 1 | For contracted states: on web platform, NT will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with STs 4. Save recording of Module 1 |
| If Mod 1 was face-to-face, ST will   * Mark attendance on spreadsheet * Gather evaluations * Add results to Google folder | NT- share Module 1 webinar recording with STs |
| If any trainees missed Module 1 webinar:   * send Module 1 recording registration and reflection questions (ST page) * Give credit for attending after module has been viewed and reflection submitted.   NOTE: you may share the recording with all trainees if desired | OM: Load Module 2 PPT to Training page. |
| STs reflect on Module 1: if any problems (e.g. outdated information, suggestions for improvement), communicate with NT | OM: Send staff codes to agency administrators |
| Coordinate with Co-Trainer   1. Module 2 PPT    1. review and add state-specific info as needed    2. customize for FTF or webinar, including homework    3. save as PDF; share PDF with OM to post on Training page 2. Module 2 Trainer Timeline 3. Have a run-through meeting or call and practice delivery of the Remote WP demonstration |  |
| Prepare for Module 2 Remote WP Homework   * Pair up trainees * Assign each trainee’s partner as their Advisor (e.g. T Trainer 1111’s staff account will be T Trainer 2222’s Advisor and vice versa) |  |
| If Module 2 will be webinar:   * Go to Google folder for T Trainer accounts * Send each trainee his/her T Trainer account & instructions for Diagnostics * Review open diagnostics as they are emailed; brief response to trainees to let them know you’ve received hmwk * Document open diagnostic homework on spreadsheet * Remind trainees who haven’t submitted homework * Check to see that each trainee has added a new client; document on spreadsheet * Create small training groups of 3 or 4 trainees before the meeting. Send each group a CCCI to discuss in a breakout group during module 2. |  |
| If Module 2 will be FTF:   * Send reminder to trainees with date/time/location * Print Module 2 Quiz * Print T Trainer Diagnostic accounts and instructions * Print CCCIs and CCCI table (ST page) * Print NEDP Pro Tour (ST page) * Print attendance sheet * Print blank evaluations |  |

**Day of Module 2**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| If webinar:   * Send reminder link within 24 hours * Log in 30 minutes before training; conduct sound check * Record Module 2 * Ask trainees to let you know via chat box if multiple trainees are logged in under one name |  |
| Launch or distribute Module 2 quiz, based on TAM |  |
| Gather attendance and evaluations |  |

**Between Modules 2 and 3**

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| **State Trainer** | **CASAS/NEDP Office** |
| For non-contracted states: on web platform, ST will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with ST and NT | For contracted states: on web platform, NT will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with STs |
| If Module 2 was face-to-face, ST will   * Mark attendance on spreadsheet * Gather evaluations and submit results to NT | OM: Load Module 3 PPT to Training page. |
| If Module 2 was a webinar, assign CCCIs (homework sheet on training page) immediately after Module 2 is delivered   * Refer to Instructions on the Training Planner * Two CCCIs assigned to each trainee * Allow trainees from same or local agency to work together when possible * Trainees will fill out the CCCI recommendation sheet and email to trainer(s) | NT/OM: Check CORE for CASAS IT and WP certification and update spreadsheet |
| Check spreadsheet for CASAS IT and WP updates; send reminder if CASAS IT not complete or fewer than 3 WP certifications in agency |  |
| STs reflect on Module 2: if any problems (e.g. outdated information, suggestions for improvement), communicate with NT |  |
| Coordinate with Co-Trainer   1. Module 3 PPT    1. review and add state-specific info as needed    2. customize for FTF or webinar, including homework    3. save as PDF; share with NT to post on Training page 2. Modules 3 (& 4 if FTF) Trainer Timeline 3. Decide who will check T Trainer completion for which trainees 4. Have a run-through meeting or call |  |
| If Modules 3 & 4 are FTF:   * Send reminder to trainees with date/time/location * Print Module 3 & 4 Quizzes * Print T Trainer GA instructions for each trainee (shared folder) * Print “Assessment Items Not Demonstrated” (ST Page) * Print attendance sheet * Print blank evaluations |  |

**Day of Module 3 (or Modules 3 & 4, if FTF)**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| If webinar:   * Send reminder link * Log in 30 minutes before training; conduct sound check * Record Module 3 * Ask trainees to let you know via chat box if multiple trainees are logged in under one name |  |
| Launch or distribute Module 3 & 4 quizzes, based on GAM Overview |  |
| Gather attendance and evaluations |  |

**Between Modules 3 and 4, WEBINAR ONLY (FTF Modules 3 & 4 are presented in one day)**

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| **State Trainer** | **CASAS/NEDP Office** |
| For non-contracted states: on web platform, ST will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with ST and NT | On web platform, NT will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with STs |
| Homework:  If Module 3 was a webinar, trainees will complete the six T Trainer competencies between Modules 3 & 4.   * Split cohort between trainers * Check for competency evaluations (D/ ND, notes, submit score) * With co-trainer, note trends, issues to address * Remind trainees re. incomplete evaluation as Module 4 nears | OM: load Module 4 PPT to Training page. |
| STs reflect on Module 3: if any problems (e.g. outdated information, suggestions for improvement), communicate with NT |  |
| Coordinate with Co-Trainer   1. Module 4 Trainer Timeline 2. Decide who will check T Trainer completion for which trainees 3. Have a run-through meeting or call; discuss whether you’ll switch presenters (esp important in Module 4, when trainers are not just advancing slides), any evaluation trends to discuss during training, and to practice the remote IOC 4. Create Remote IOC partners for each trainee:    1. Set up trainee practice pairs    2. Prepare homework emails using template on State Trainers’ page    3. Note: each trainee will use the Training site Remote IOC client, e.g. “Capital City RIOC Client” |  |

**Day of Module 4**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| If webinar:   * Send reminder link * Log in 30 minutes before training; conduct sound check * Record Module 4 * Ask trainees to let you know via chat box if multiple trainees are logged in under one name |  |
| Launch or distribute Module 4 quiz, based on Module 3 presentation |  |
| Gather attendance and evaluations |  |

**Between Modules 4 and 5**

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| **State Trainer** | **CASAS/NEDP Office** |
| For non-contracted states: on web platform, ST will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with ST and NT | For contracted states: on web platform, NT will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with STs |
| If Modules 3 & 4 were face-to-face, ST will   * Mark attendance on spreadsheet * Gather evaluations and submit results to NT | OM: Load Module 5 PPT to Training page. |
| STs reflect on Modules 3 & 4: if any problems (e.g. outdated information, suggestions for improvement), communicate with NT |  |
| Check status of six T Trainer competencies and document completion on spreadsheet; send reminders of incomplete work. |  |
| Coordinate with Co-Trainer   1. Module 5 PPT    1. review and add state-specific info as needed    2. customize for FTF or webinar, including homework    3. save as PDF; share with NT to post on Training page 2. Module 5 Trainer Timeline 3. Have a run-through meeting or call |  |
| If Module 5 is FTF:   * Send reminder to trainees with date/time/location * Print Module 5 Quiz * Print attendance sheet * Print blank evaluations |  |

**Day of Module 5**

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| **State Trainer(s)** | **CASAS/NEDP Office** |
| If webinar:   * Send reminder link * Log in 30 minutes before training; conduct sound check * Record Module 5; inform trainees * Ask trainees to let you know via chat box if multiple trainees are logged in under one name | NT will send Module 5 recording registration to STs |
| Launch or distribute Module 5 cumulative quiz and Module 5 PR and PTA quizzes |  |
| Gather attendance and evaluations |  |

**After Module 5**

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| **State Trainer** | **CASAS/NEDP Office** |
| For non-contracted states, on web platform, ST will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with ST and NT 4. Share registration link for recording of Module 5 webinar with STs | For contracted states: on web platform, NT will:   1. Run attendance & document on spreadsheet 2. Save chatlog to shared cohort folder; check for addt’l attendance 3. Run evaluation report and share with STs 4. Share registration link for recording of Module 5 webinar with STs |
| If Module 5 was face-to-face, ST will   * Mark attendance on spreadsheet * Gather evaluations and submit results to NT | NT/ OM will asist with follow-up letters as needed (providing information about trainees’ progress toward certification) |
| If any trainees missed Module 5 webinar:   * send Module 5 recording registration and reflection questions (ST page) * Give credit for attending after module has been viewed and reflection submitted.   NOTE: you may share the recording with all trainees if desired | Mark final attendance on CORE |
| STs reflect on overall training: if any problems (e.g. outdated information, suggestions for improvement), communicate with NT |  |
| Save dates for follow-up at selected intervals (45/60/90 days, 6 months, 9 months, 1 year) |  |
| Follow-Up:   * Conduct follow-up at selected intervals using follow-up templates on ST page; * request NT/OM assistance if needed * CC the NT with all follow-up correspondence |  |