

On-site Training Procedures

On-site Training Procedures Form:

On-site staff trainings are based on the needs and suggestions from the IPDP, mentor and coaches.

Every coach is required to fill out an on-site training form every time they conduct an on-site training. The on-site training form is turned in to the T/TA content area where they input the data into ChildPlus. Once, it is recorded into ChildPlus a transcript can be generated where it will show all the trainings for that staff.

How to fill out the On-site Training Procedure Form.

- Fill out the form completely.
- Forms are to be turned in to the T/TA content area weekly.
- Once, the T/TA content area receives the form the data is entered into ChildPlus.

*This document helps keep track of what the staff is getting based on the needs and suggestions.