

Training Agenda Procedures

Training Agenda Procedure Form:

All presenters must fill out a Training Agenda form previous to conducting any training or meetings.

How to fill out the Training Agenda Form?

- Forms are available from T/TA CDA Specialist.
- Fill out form completely include:
 - Title of Presentation
 - Date and Time
 - Attendees:
 - Administration
 - Area Managers
 - Teaching Staff
 - Food Service Staff
 - Maintenance/Custodial Staff
 - Transportation Staff
 - Location
 - Presenter's name
 - Please Read-
 - Document if any reading material needs to be reviewed before training.
 - Please bring-
 - Document materials needed for training.
 - Time Slots
 - Topic
 - Topic Description
- Agendas are for NINOS Inc. trainings and meetings.
- Forms are sent to T/TA Specialist.

Training Agendas are filed in the T/TA binders.

Training Participation Sign-in Procedures

Training Participation Sign-in Procedure Form:

All staff must sign-in when attending any training or meeting to verify attendance and presence.

How to fill out the Training Participation Sign-in Form?

- Forms are available at the time of the training or meeting.
- Fill out each column of the form completely.
 - Print Name
 - Signature
 - Title
 - Center Represented
- Sign-ins are for all NINOS Inc. trainings and meetings.

Training Participation Sign-in Forms are filed in the T/TA binders.

Training/Technical Assistance Procedures

Training/Technical Assistance Procedure Form:

All staff must fill out an Individual Training/Technical Assistance Request form when requesting specific or additional training needed to perform their job.

Why Request training?

Staff request additional training or technical assistance to improve skills to comply with job performance.

How to fill out the Training/Technical Assistance Request Form?

- Forms are available from T/TA CDA Specialist.
- Fill out the form completely and keep a copy for your file.
- Check off the department that you need the assistance from.
- Requests are for NINOS Staff, administrators, office staff and center staff.
- When requesting training be specific.
(ex: Lesson Planning - How to do the Shared Reading.)
- Forms are sent to T/TA Specialist.

The Training/Technical Assistance Specialist will follow-up on the request and send to the proper Content Area or Department.