

## **Local Early Steps Training Coordinators**

*Personnel Development and Training Resource for Early Steps*

### **The LES Training Coordinator will:**

- Be a minimum of 0.5 FTE position at each LES. This FTE may be held by one person or may be distributed among two or more people. In the case of a distributed Training Coordinator position the LES must designate a lead Training Coordinator who will serve as the primary contact with the ESSO Training Unit.
- Participate in regular communication with the ESSO Training Unit, similar to the relationship between the FRS and Sue Cannon.
- Submit quarterly reports:
  - Training log specifying the date, location, speaker, # attendees for:
    - Part C specific trainings
    - Topical facilitated trainings on general issues
    - Other applicable CEU offerings
  - Training calendar specifying:
    - Date, topic, trainer/speaker, location, CEUs available
  - Evaluation summaries:
    - Standard evaluation form to be used at Part C sponsored trainings
    - Annual summary of all evaluation forms is required, submitting summaries with the quarterly report is recommended

### **The ESSO Training Unit will:**

- Hold an orientation meeting of LES Training Coordinators in conjunction with the Statewide Service Coordinator Meeting on September 9-10. Travel and hotel expense will be reimbursed for one Training Coordinator per LES to attend.
- Designate Kathy Reese to be ESSO's primary contact person with the LES Training Coordinators and facilitate regular meetings via teleconference.
- ESSO will establish and maintain the Early Steps Training Tool Kit which will include:
  - Develop Part C Specific training materials and make them available to LES Training Coordinators.
  - Identify other existing and potential training resources. The LES Training Coordinators will be encouraged to submit materials that they believe would be a valuable addition to the Early Steps Training Toolkit.
- Develop a resource of experienced and successful providers who will be available to provide or participate in local, regional and state training. The provider trainers will be supported with funding through ESSO.

### **Suggestions for getting started:**

- At each LES provider meeting the LES Training Coordinator can report on upcoming trainings and solicit training need information.
- At regular intervals the LES Training Coordinator can report on upcoming trainings at LES staff meetings and solicit training need information.
- Target new providers, including working with mentors, to offer Part C specific training.
- Each LES management team and the LES Training Coordinator should meet quarterly to consider how training can support improvement to QA results and the continuous improvement process.
- Link with university programs and strengthen relationships that had been built during the years when university and early intervention program training partnerships were grant funded.
- Identify and build relationships with community resources such as CARD, DCF, CMS, LEAs, TATS, etcetera to strategize on joint training opportunities.