New Coordinator Training Agenda
August 20, 2015

10:00  Introductions
10:10  Overview – Coordinator Handbook – Alex Harris
      •  Sections and Appendices
10:30  Federal Guidelines WIOA and Transitions – Alex Harris
11:00  Recruitment, Intake, Assessment and Retention (281-23.5)
      •  Marketing and Collaboration – Alex Harris
      •  Demographics, Orientation and Referrals – Lisa Gard
      •  Assessment Policy Guidelines – Lisa Gard
      •  Classroom Management and Data Accountability – Lisa Gard
12:00  Lunch (on your own – or group order)
1:00   Program specific guidelines
      •  ABE, ESL – Alex Harris
      •  ASE (HiSET testing) – Mike Williams
      •  Career Pathways (281-23.4) (Work-based Learning and Workforce Preparation) – Mike Williams
2:00   Professional Development System
      •  Standards (Content, Instructor and PD) – Alex Harris
      •  Table 7 (281-23.6) – Lisa Gard
      •  High Quality Professional Development (281-23.7) – Alex Harris
      •  State Target PD and PD Calendar – Alex Harris
2:30   Grant Management – Alex Harris
      •  Users
      •  Application
      •  Status Updates
3:00   Fiscal Management (281-23.3) – Mike Williams
      •  Budget
      •  Amendments
      •  Claims
3:30   Continuous Quality Improvement
      •  Monitoring Tool, Schedule, Sign up for Peer – Lisa Gard
      •  PDS – Classroom Observation – Alex Harris
      •  Grant Management – Alex Harris
      •  Targets and Outcomes – Lisa Gard
4:00   Adjourn