

# 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