

Area:	Management Systems - Staff Development
Subject:	MS21 – Training and Technical Assistance Webinar Participation
Reference:	1304.52(k)(3)
Policy:	SCOE will develop and implement a training and technical assistance plan for staff and volunteers to increase their knowledge and skills needed to fulfill their work responsibilities. Academic credits will be applied when possible.

Procedure:

1. The staff person requesting to view the Webinar completes the C/FS Webinar Request form which includes the following information:
(cdp/planning&programdevelopment/training/webinars)

- Webinar date
- Webinar time
- Webinar title
- Person requesting Webinar
- Proposed location Webinar to be viewed at
- Webinar contact information/email link
- Cost
- Audience
- Name of participants
- Requested materials
- Comments

After completion of the C/FS Webinar Request Form it is submitted to the Child Development Supervisor II designated to oversee training.

2. Once the Webinar request is received, the Child Development Supervisor II will forward the information to the Child Care Specialist II designated to assist with training.
3. The Child Care Specialist II will initiate the registration process for the Webinar and complete a purchase requisition if required. The Purchase Requisition will be given to the Child Development Supervisor II for approval/signature and forwarded to the Data Department for processing.
4. The Webinar will be added to the Child Family Services Master Training Calendar and the training set up procedure will be followed, which includes room reservations, training flyer distribution, sign in sheets/evaluations, materials printed if requested, notification of SCOE tech support, etc.
5. Child Development Supervisor II or Child Care Specialist II will assist in set up and technical support on the day of the Webinar.
6. Staff person who requested the webinar will ensure that training documentation including sign in sheet from the Webinar will be given to the Child Care Specialist II to be filed in the appropriate training binder.

Supervised by: Executive Director

Performed by: Child Development Supervisor II, Child Care Specialist II

Forms needed: Webinar Request Form, Training Flyers, Sign In Sheets, Evaluations, Webinar Handouts

Frequency: As scheduled