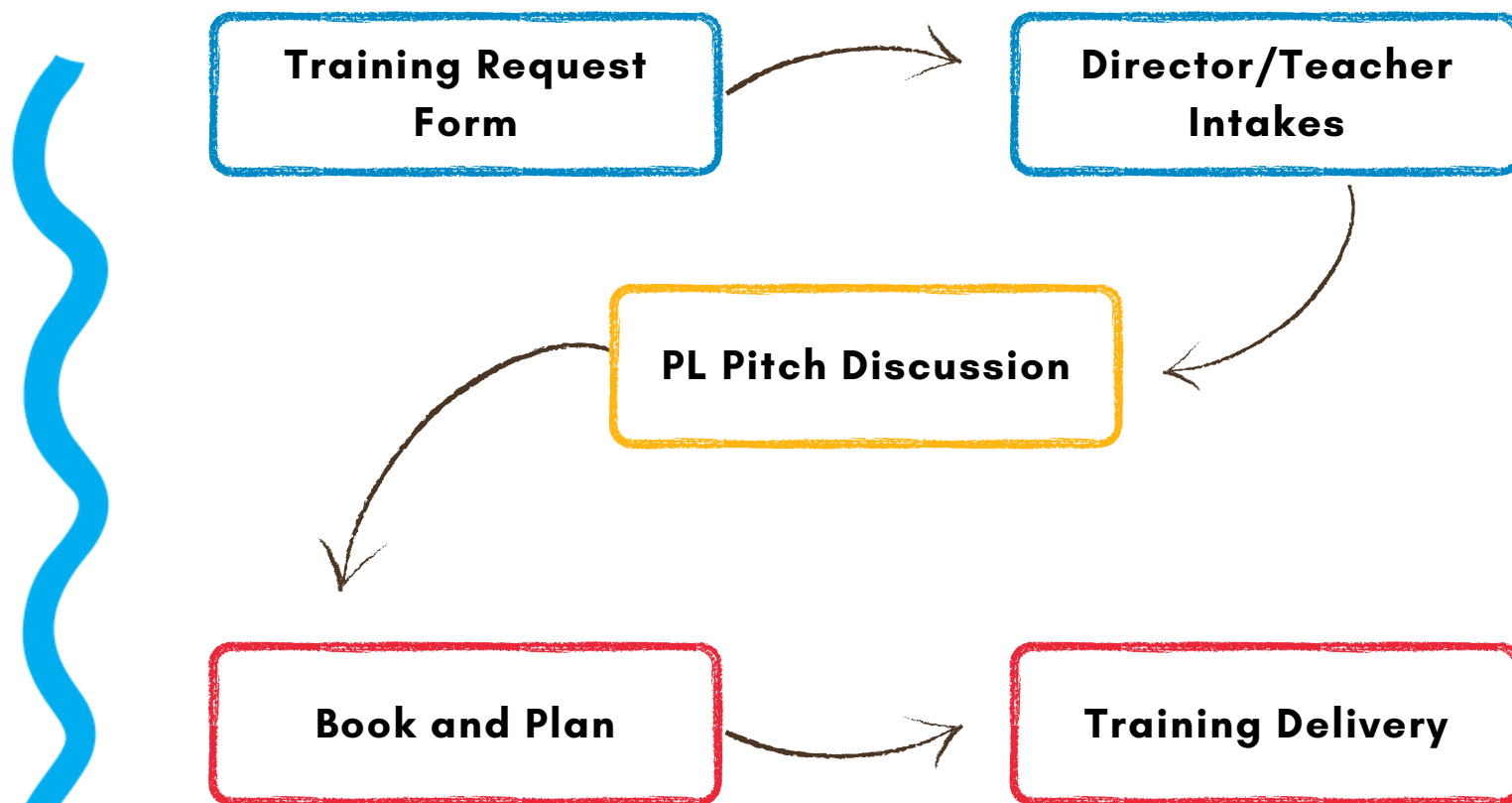




TRAINING REQUEST PROCESS FLOW



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TRAINING REQUEST FORM:

Historically, the Early Learning Coalition of Northwest Florida (ELCNWF) has planned, shared out, and recruited participants for training programs. The first process change is that, instead, the team would like to house a list or “menu” of professional learning topics and delivery methods that are available to providers and educators. From there, interested parties would complete a training request form for the team to consider.

DIRECTOR/EDUCATOR INTAKE:

The next big change is that the team will initiate director and educator intakes. This process will involve a quick survey aligned with both a director's and an educator's hierarchy of needs. Once the surveys are received and reviewed, the team will determine whether the original training request is the best fit for the center staff's needs.

PROFESSIONAL LEARNING PITCH DISCUSSION:

If the team determines that the original request is the best fit based on the intake responses, then there is no need for a pitch. However, if the team thinks there may be a better program that is most aligned with the director's and educators' needs, then this is where a pitch will be made. Remember, this is a partner relationship, so a pitch is not a “no”, but rather a discussion about other options.

BOOK AND PLAN:

Once the director and ELCNWF team reach an agreement about the best training option(s), each party will provide three proposed dates and times for scheduling. Once everyone's proverbial watches are synced, the ELCNWF team will begin planning and preparing for training delivery. This will include customizing any presentations, creating or duplicating any materials, and collaborating with the director or other leadership on the training space.

TRAINING DELIVERY:

Finally, the day has arrived, and training is underway. We will typically arrive 30 minutes to one hour ahead of time to set up – don't worry, we will leave the space just the way we found it. Once the training is complete, the ELCNWF staff/trainer will send out a feedback survey within 48 hours. We hope all attendees will provide candid, honest feedback, as we are always looking to improve.