

Using the LEAP Online Toolkit with State and Local Providers

A Training of Trainers Webinar
January 12, 2017



NRS

National Reporting System
for Adult Education

Logistics for Today's Webinar

- Webinar will last approximately 2 hours and is being recorded
- Recording and PowerPoint presentation will be available soon on the NRS Web page (www.nrsweb.org)
- Webinar pods
- Evaluation



Participating in Today's Webinar

- Chat Pod
 - Submit questions/comments at any time during the webinar
 - Use for both content questions and to request technical assistance
 - Responses to content questions will be shared along with the recording of the webinar
- Polls (multiple choice and short answer)
- Break-out rooms
- A link to a brief evaluation will pop up at the end of the webinar.

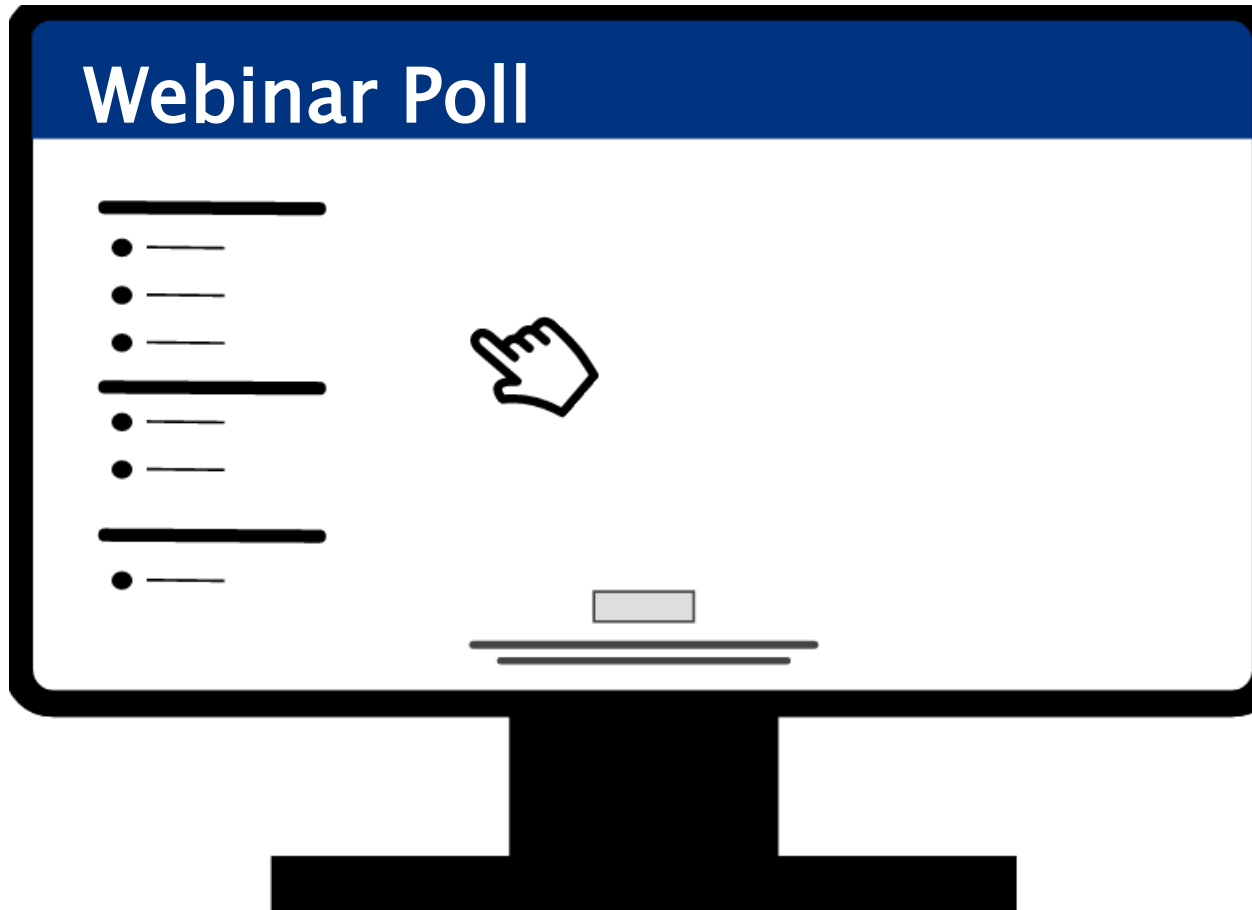


Meeting Agenda

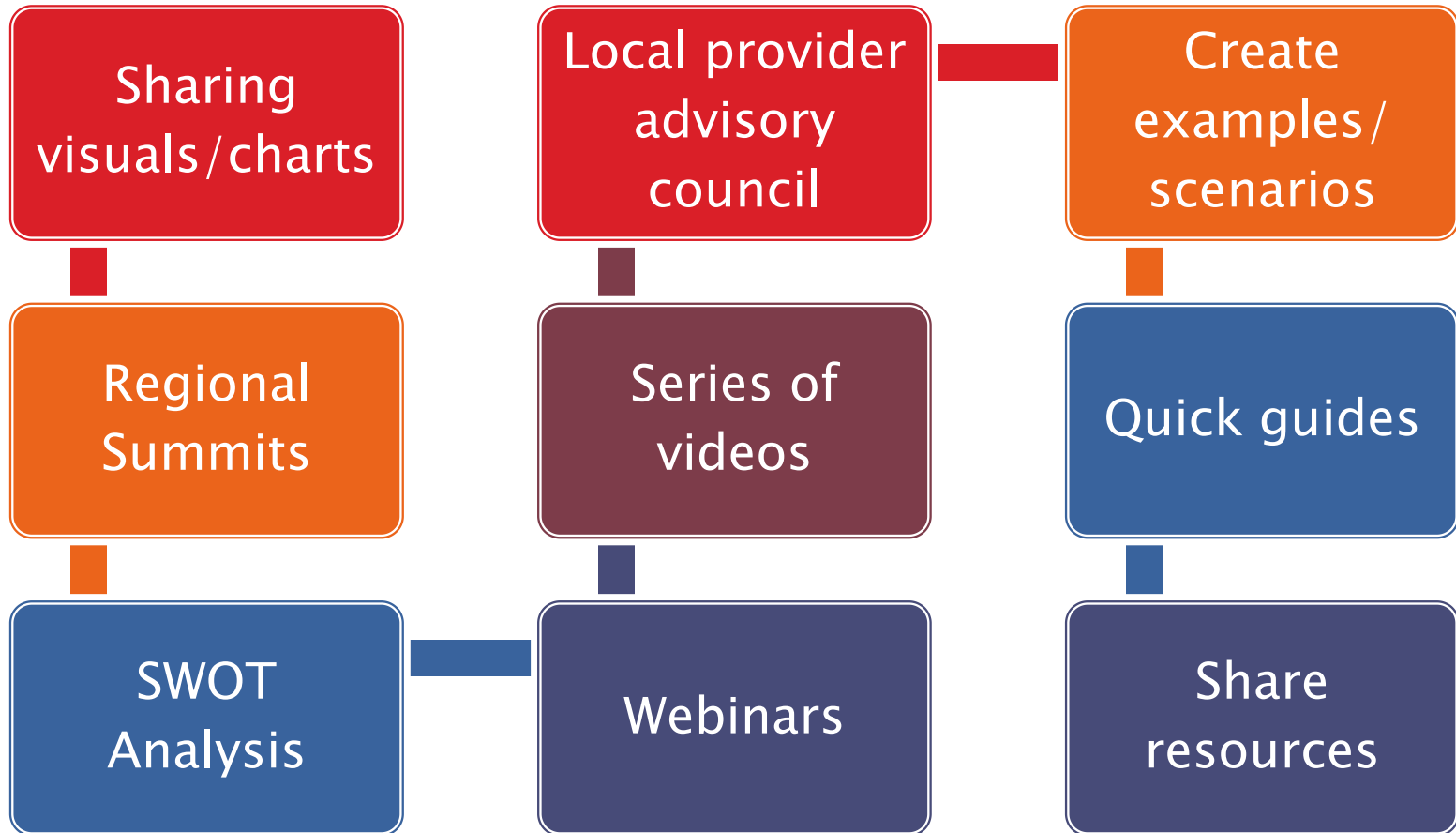
- ▶ Review LEAP training material
- ▶ Assess your training preparedness
- ▶ Toolkit content and layout review
- ▶ How to use the toolkit to train local providers – supporting state planning
- ▶ Share out
- ▶ Wrap up



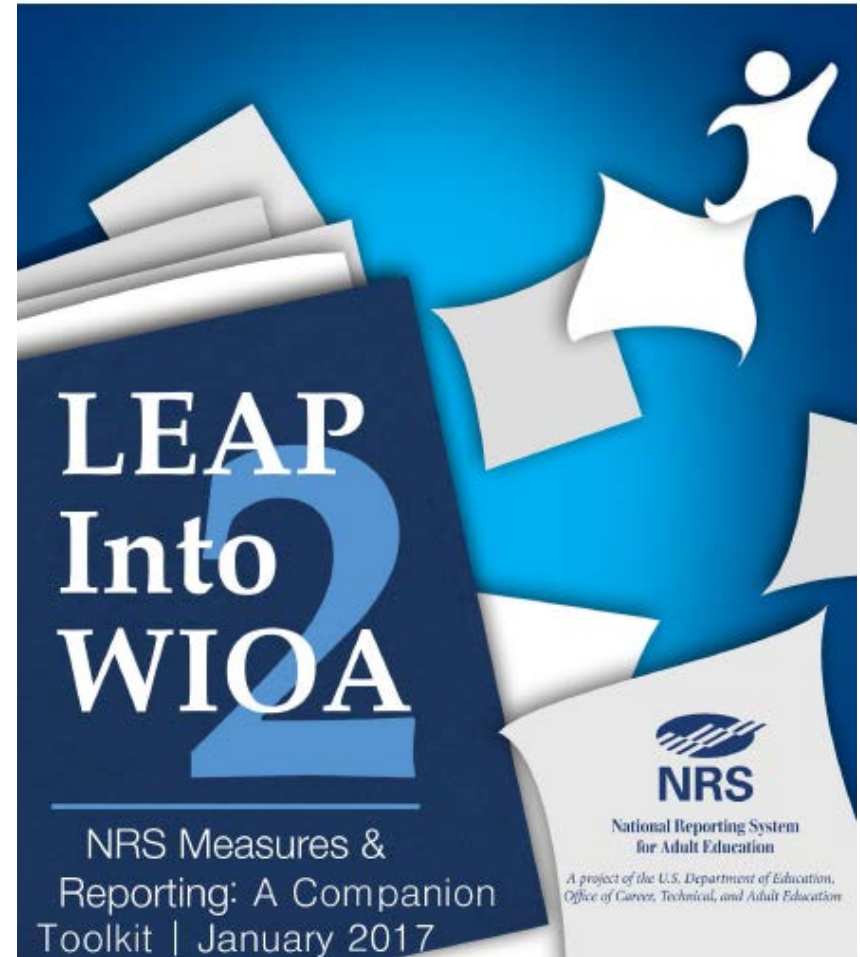
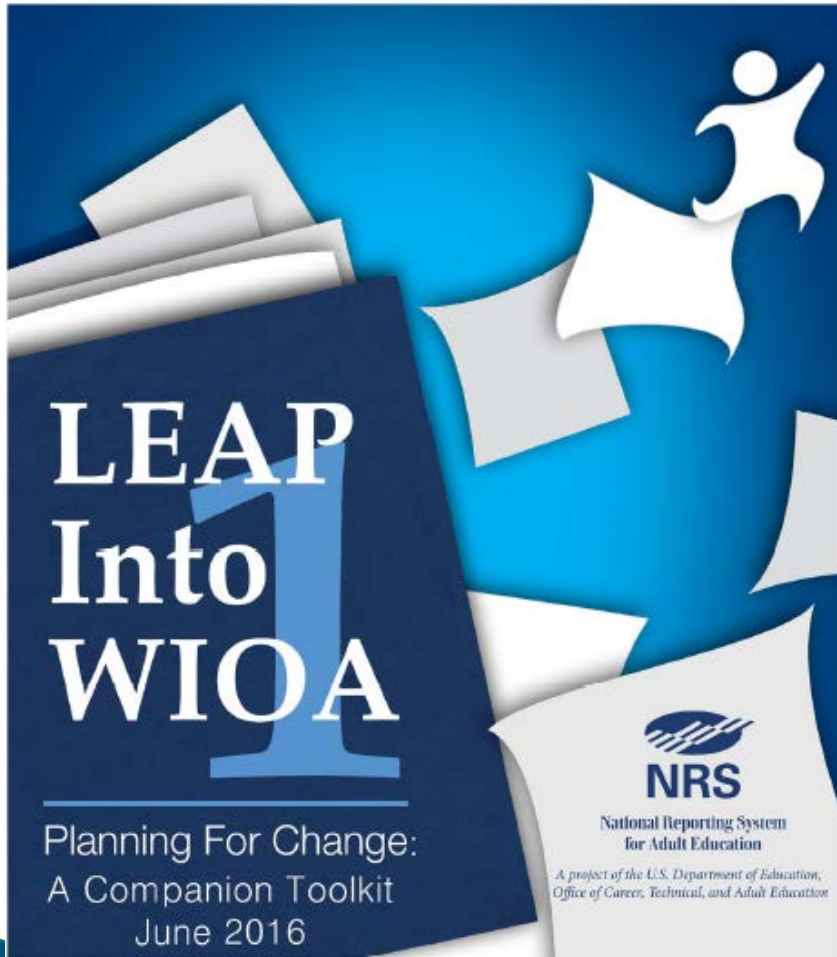
Training Preparedness



What You're Already Doing



LEAP Toolkit, Part I & II



LEAP Toolkit Organization, Part I & II

- ▶ Materials are grouped by topic
- ▶ Background information
- ▶ Links to resources/additional information
- ▶ Suggestions for modification
- ▶ Tips
- ▶ Questions to consider

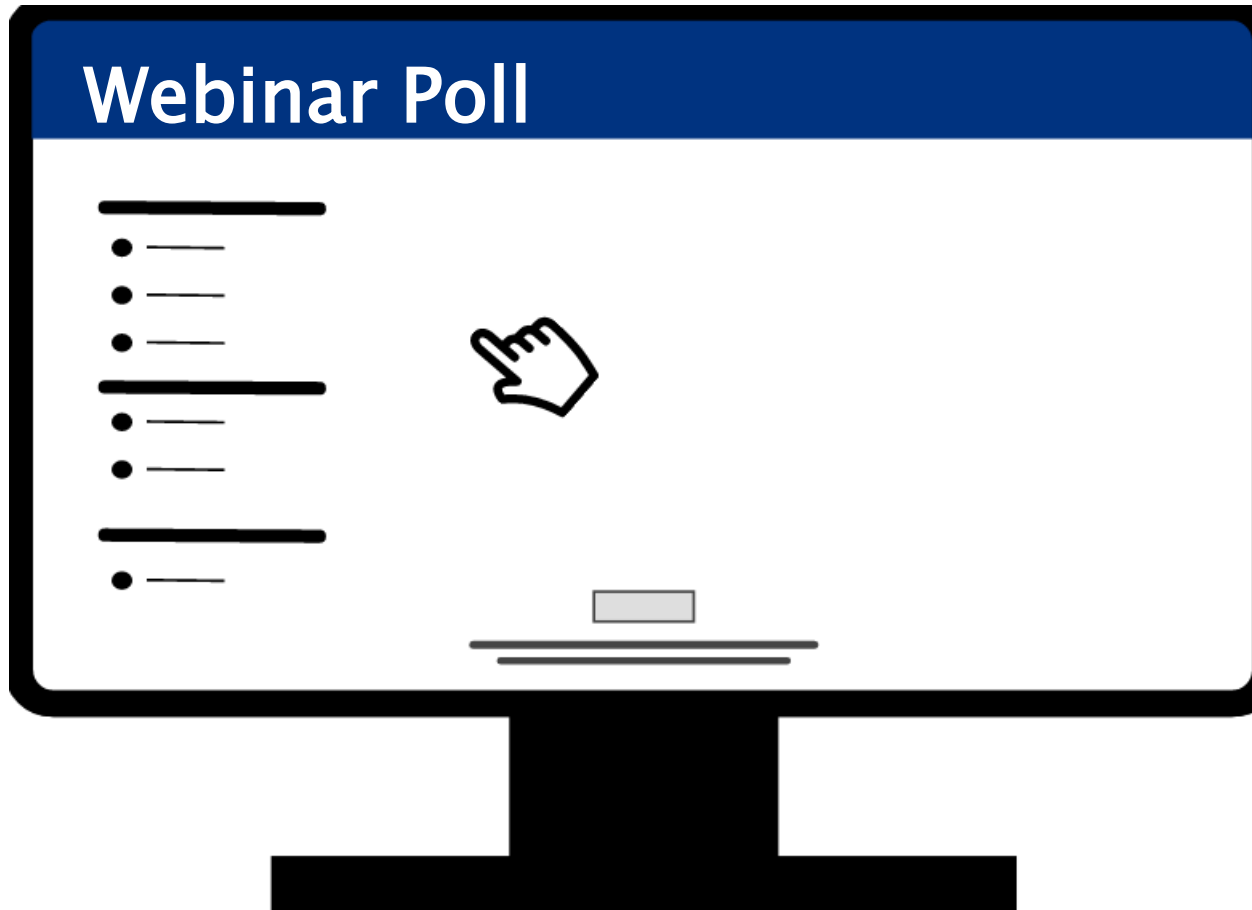


Contents of the LEAP Toolkit, Part I

- I. Understanding and preparing for systemic change
- II. Leading through system changes
- III. Approaches to data system and reporting changes
- IV. Communicating change to stakeholders
- V. Appendix of tools



LEAP Toolkit, Part I Priority Area



Training Worksheet

Add your priority area to your training toolkit worksheet and find the corresponding page number(s) in the toolkit

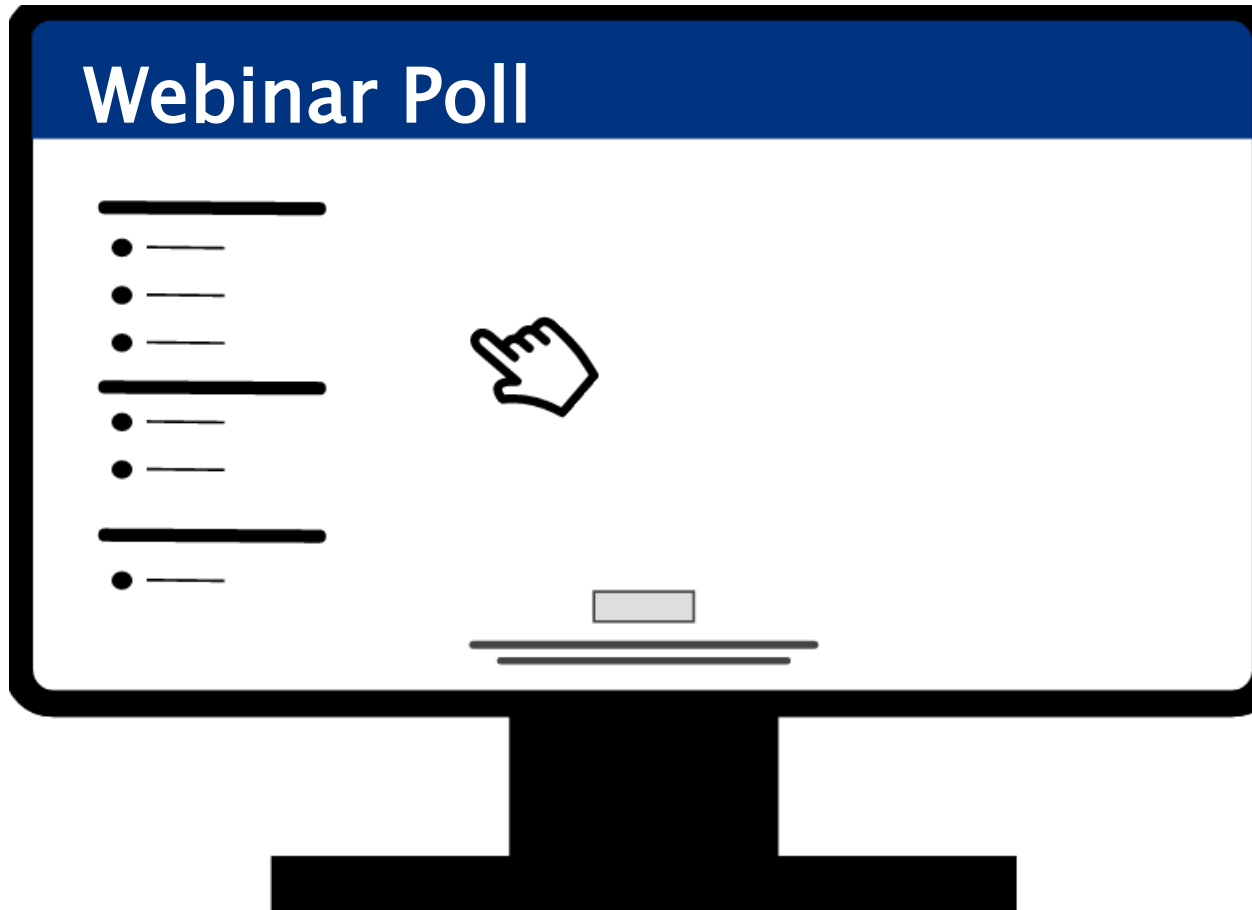


Contents of the LEAP Toolkit, Part II

- I. Understanding the revised National Reporting System (NRS) for adult education
- II. Defining key elements of NRS reporting
- III. Practical scenarios for addressing needs of local providers
- IV. Appendix of tools



LEAP Toolkit, Part II Priority Area

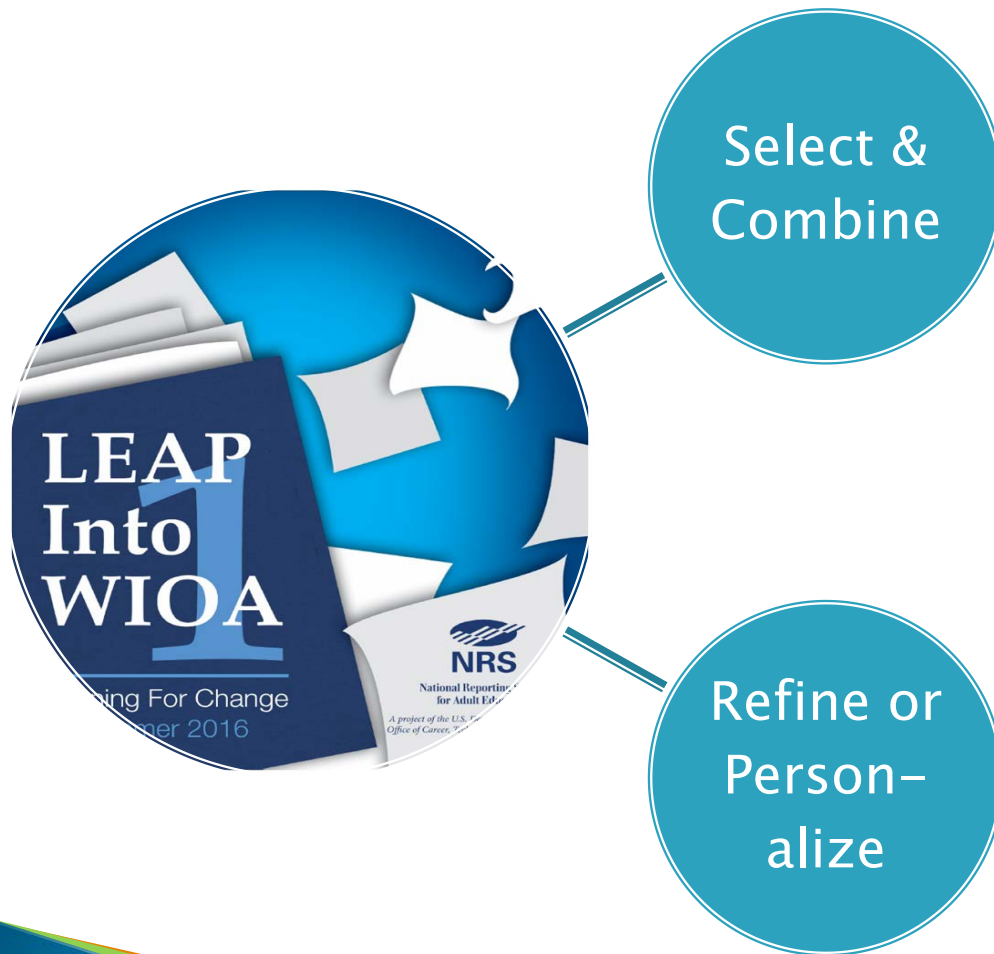


Training Worksheet

Add your priority area to your training toolkit worksheet and find the corresponding page number(s) in the toolkit



How to Use the Toolkit to Train Locals



- Presentation slides
- Resources and links
- Activities/Planning Handouts

- Add state specific scenarios
- Make training format appropriate



Short Answer Poll

- ▶ What is your primary training delivery format? Type your state's name under your primary format

Note others who are doing the same on your worksheet!



Example: *Participants and Periods of Participation*

Face-to-Face (4 hours)

Select and Combine

- Defining Key Elements of NRS Reporting: pg 11–13
- PPTs: pg 39–41, 72–79, 82–85,
- Training handouts, HO2, HO3, HO6, HO 7
- Training Scenarios: p.15–16
- Jeopardy game: pg 7
- Change management: pg 5–10/42–46 (LEAP I)
- Communication slides, pg. 22–25/90–95 (LEAP I)

Refine and Personalize

- Use slides as is
- Add state specific scenarios
- Modify training activities and handouts
- Add state specific requirements around topic
- Include game as part of training, modify or add questions



Example: *Participants and Periods of Participation*

Webinar (1 hour)

Select and Combine

- Defining Key Elements of NRS Reporting: pg 11–13
- PPTs: pg 39–41, 72–79, 82–85,
- Training handouts, HO2, HO3, HO6, HO 7
- Training Scenarios: p.15–16
- Jeopardy game: pg 7
- Change management: pg 5–10/42–46 (LEAP I – for design purposes)
- Communication slides, pg. 22–25/90–95 (LEAP I – for design purposes)

Refine and Personalize

- Use Defining Key Elements as pre-reading
- Select 3–4 training slides to focus on
- Create state specific scenarios
- Add state specific requirements around topic
- Training handouts as extra resources



Example: *Participants and Periods of Participation*

Newsletter

Select and Combine

- Defining Key Elements of NRS Reporting: pg 11–13
- PPTs: pg 39–41, 72–79, 82–85,
- Training handouts, HO2, HO3, HO6, HO 7
- Training Scenarios: p.15–16
- Jeopardy game: pg 7
- Change management: pg 5–10/42–46 (LEAP I – for design purposes)
- Communication slides, pg. 22–25/90–95 (LEAP I – for design purposes)

Refine and Personalize

- Link to Defining Key Elements of NRS Reporting section
- Summarize slides/use visuals from slides
- Add implications for your state
- Allow space for questions and reactions
- Share link to game or create own



Chat

What successful strategies have you used to tailor your message to specific audiences (teachers, administrators)?



Breakout Session

- ▶ You will automatically be assigned to a breakout room
- ▶ Each room will focus on one assigned training topic
- ▶ Team will brainstorm and develop a loose outline for a training (see slide 18–20 for example)
- ▶ All completed tables will be shared with whole group after webinar



Breakout Tasks

1. Compile a list of materials relevant to your topic from the toolkit (Include page numbers and document titles)
2. Identify at least 2 ways to refine and personalize the materials for each delivery format (face-to-face, webinar, newsletter)



Breakout Room Layout

The screenshot displays a meeting interface with three document pods and a chat panel. The pods contain the following text:

- Pod 1:** Training delivery format # 1: F2F
Suggested materials and page numbers:
- Pod 2:** Training delivery format #2: Webinar
Suggested materials and page numbers: (ok to use same materials as F2F - just copy and paste)
- Pod 3:** Training delivery format #3: Newsletter
Suggested materials and page numbers: (ok to use same materials as F2F - just copy and paste)

The chat panel on the right shows a participant named Amanda and a text input field labeled "Send message to hosts".

Annotations include:

- A blue box with the text "Note taker will type directly in pods" and arrows pointing to the document content.
- A red box with the text "Chat and brainstorm with others in your room" and an arrow pointing to the chat panel.
- A green box with the text "Ask host (NRS) a question" and an arrow pointing to the chat panel.

Note taker will type directly in pods

Chat and brainstorm with others in your room

Ask host (NRS) a question



How to Use Breakout Rooms

- ▶ Assign one note taker and one team representative to share out
- ▶ Audio will automatically be on. If you are not speaking, please mute your phone (*6) and remember to unmute when speaking (#6)
- ▶ We will give a 5 and 1 minute warning



Whole Group Debrief

- ▶ Each group will share draft chart in 2 min or less, highlighting a selected resource and how they might use it
 - Timer at bottom of screen
- ▶ Audience should use chat pod to add questions to consider or other training ideas relevant to the topic
- ▶ All completed tables will be shared with whole group after webinar



Access and Repetition

The screenshot shows the Kentucky Adult Education Resources website. At the top left is the 'Ky.gov' logo and a search bar. Below that is the 'KENTUCKY Adult Education' banner with the tagline 'Your future starts here!' and subtext 'CREDENTIALS > COLLEGE > CAREER'. A video player is embedded, showing a man reading and a yellow box asking 'Who is Charlotte Torian?' with radio button options: 'Mother of three', 'Factory worker', 'Kentucky GED graduate', and 'All of the above'. The main content area is titled 'Workforce Innovation and Opportunity Act (WIOA) Resources' and includes a breadcrumb trail: 'Home > Educators > Workforce Innovation and Opportunity Act (WIOA) Resources'. The text explains that WIOA was signed into law by President Obama in July 2014 and is the first update to the nation's core workforce training programs since 1998. A sidebar on the left contains navigation links for Students, Educators, Employers, Announcements/News, Services, Facts and Figures, and About Us. A 'Timelines and Events' section on the right notes that WIOA will become effective on July 1, 2015. Below the main text is a navigation menu with links for Home, Administrators, Teachers & Tutors, PD Portal, Data Support, CCR Standards, and Workforce/Career Pathways. A 'Program Improvement/Professional Development' dropdown is also visible. The bottom of the page features a video player with a title 'Workforce Innovation and Opportunity Act (WIOA) WIOA Module 1: What's Not New? What's New that's Old?' and a view count of 151 views from 1 year ago.

the student work protocol, which is a process that can be used by teachers to identify areas for improving an assignment based on student work.

After a brief overview, participants can choose to view the student work protocol for math and/or English Language Arts.

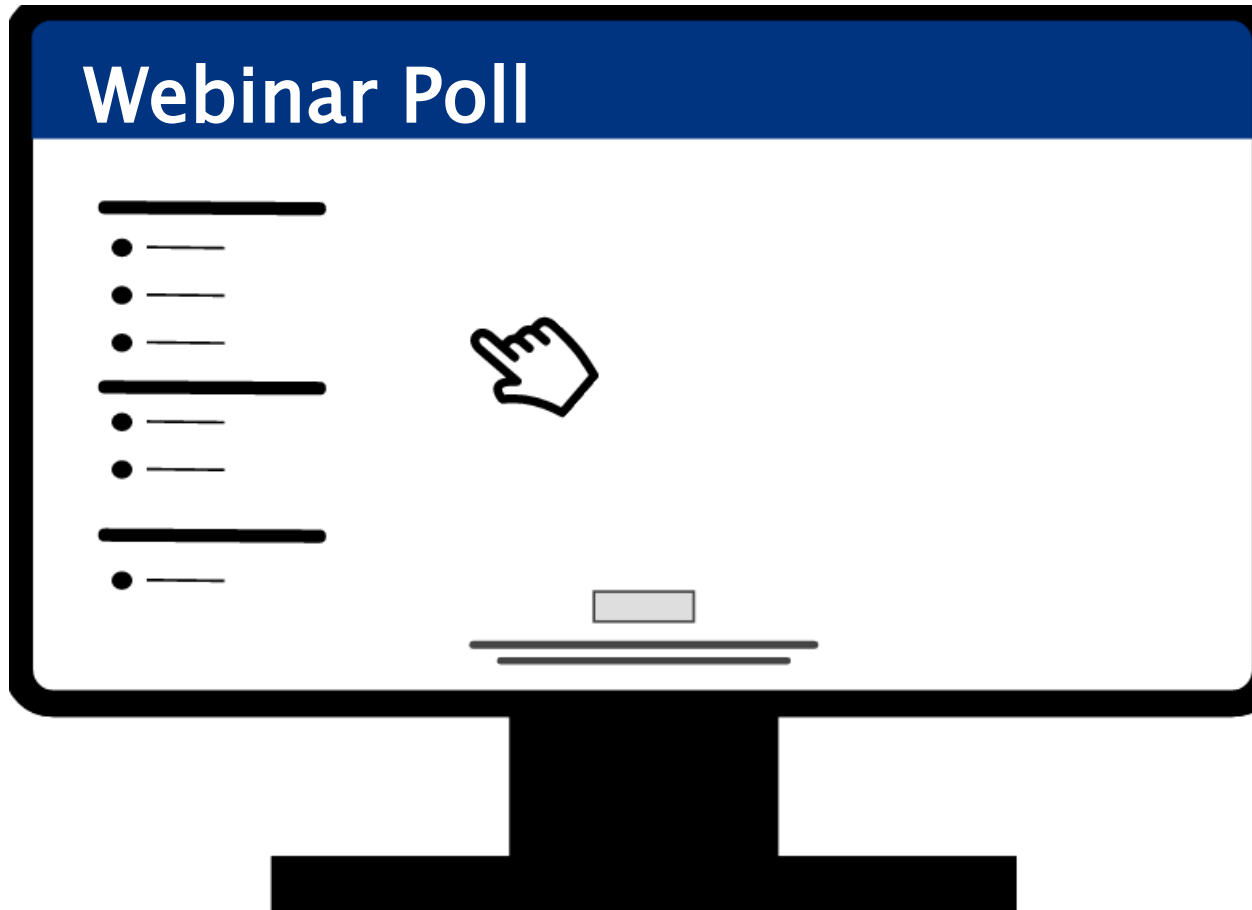
- [Focusing on Assignments and Student Work – Student Work Protocol](#)

Workforce Innovation and Opportunity Act (WIOA)

WIOA Module 1: What's Not New? What's New that's Old?



Storing and Sharing Training Materials



Link to NRS Resources

NEW!



The screenshot shows the National Reporting System website. The header features the NRS logo and the text "National Reporting System". Below the header is a navigation bar with links for "site map", "calendar", "publications", "contact", and "search". The main content area is titled "NRS and WIOA Resources < NRS Requirements < Home". The page lists resources for the Workforce Innovation and Opportunity Act (WIOA) and the National Reporting System (NRS) for Adult Education. It includes sections for WIOA Common Performance Reporting (OMB Control Number 1205-0526) and Adult Education and Family Literacy Act (AEFLA) NRS Performance Reporting (OMB Control Number 1830-0027). A sidebar on the left contains links for Home, About NRS, NRS Requirements, New NRS Reporting Templates for WIOA, NRS Implementation Guidelines, Related NRS Documents, Making NRS Work, State and National Reports, and Training & Activities. At the bottom, there is a link for "NRS Training on WIOA 2016".

Home

About NRS

NRS Requirements

[New NRS Reporting Templates for WIOA](#)

[NRS Implementation Guidelines](#)

[Related NRS Documents](#)

Making NRS Work

State and National Reports

Training & Activities

NRS and WIOA Resources < NRS Requirements < Home

Resources for the Workforce Innovation and Opportunity Act (WIOA) and the National Reporting System (NRS) for Adult Education

WIOA Common Performance Reporting (OMB Control Number 1205-0526)

- [WIOA Statewide and Local Performance Report Template](#)
- [WIOA Joint Participant Individual Record Layout \(PIRL\)](#)

Adult Education and Family Literacy Act (AEFLA) NRS Performance Reporting (OMB Control Number 1830-0027)

- [NRS Reporting Tables](#)
- [Narrative Report for WIOA](#)
- [Federal Financial Report \(FFR\) for WIOA](#)
- [NRS Data Quality Checklist](#)

NRS Training on WIOA 2016

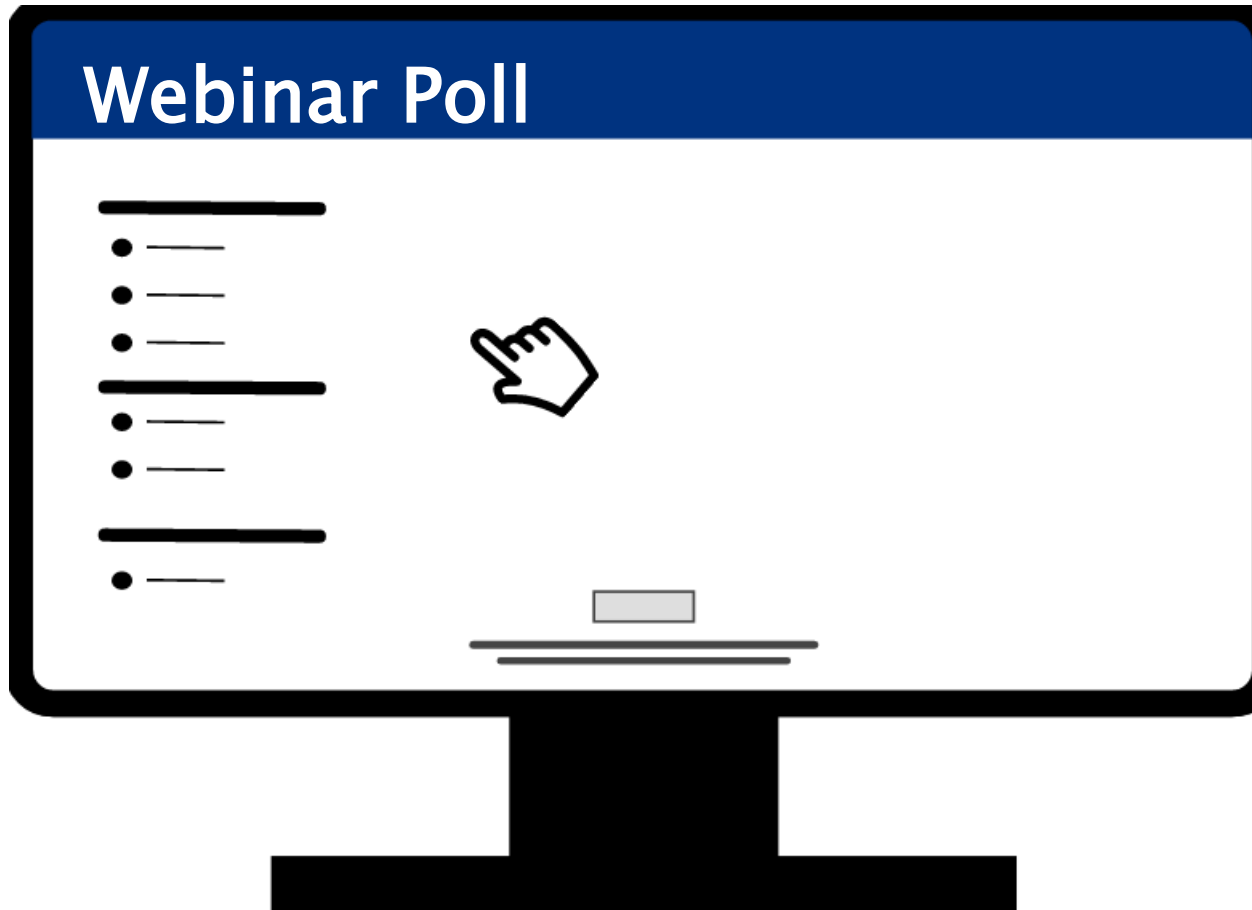


Next Steps

- ▶ Look for compiled document of training ideas, then recreate a training plan that includes a timeline and which LEAP Toolkit resources will be used to support local training
- ▶ Start/Continue to train your state!
- ▶ Share your training successes/challenges/lessons learned to nrs@air.org



Training Preparedness



Upcoming NRS Support

- ▶ Stay tuned for upcoming webinars and tools!
- ▶ Individual technical assistance available
 - Request through OCTAE
- ▶ WIOA Performance Accountability Guidance—available now on NRS and OCTAE’s WIOA page
 - <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/wioa-reauthorization.html>
- ▶ New NRS Guidelines—coming in early 2017



Evaluation



<https://www.surveymonkey.com/r/XSW9SRC>

