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
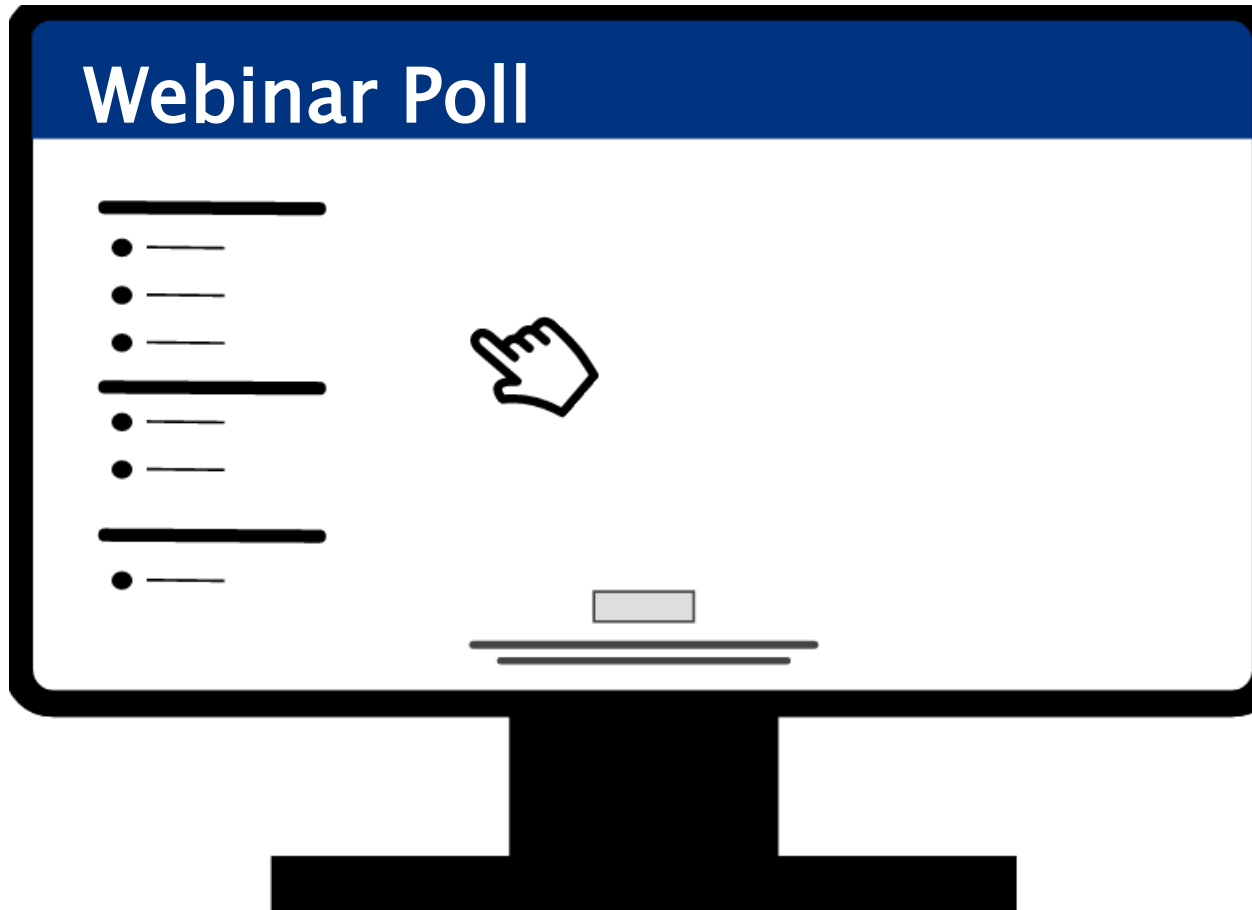- A link to a brief evaluation will pop up at the end of the webinar.
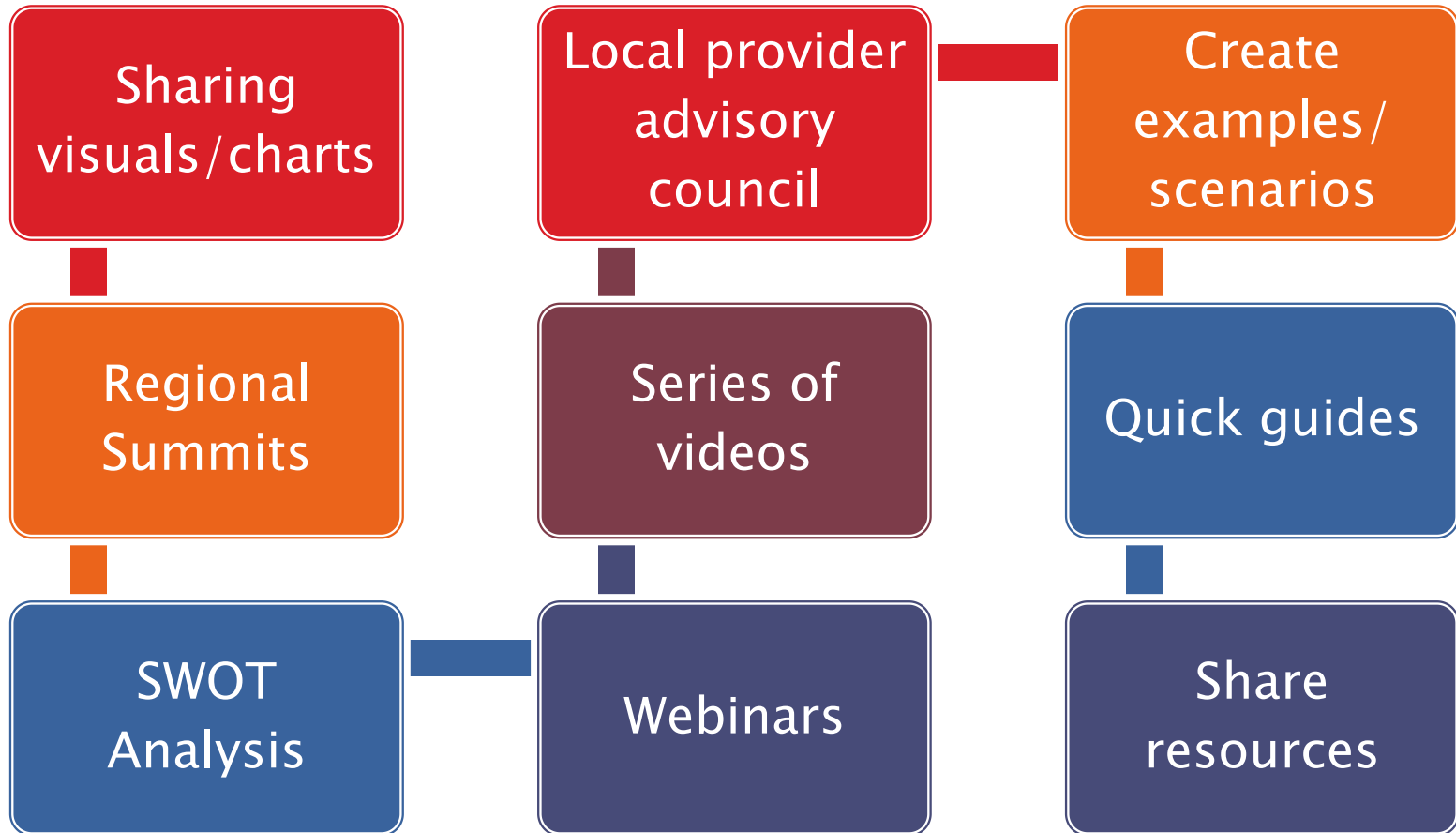
Meeting Agenda

▸ 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

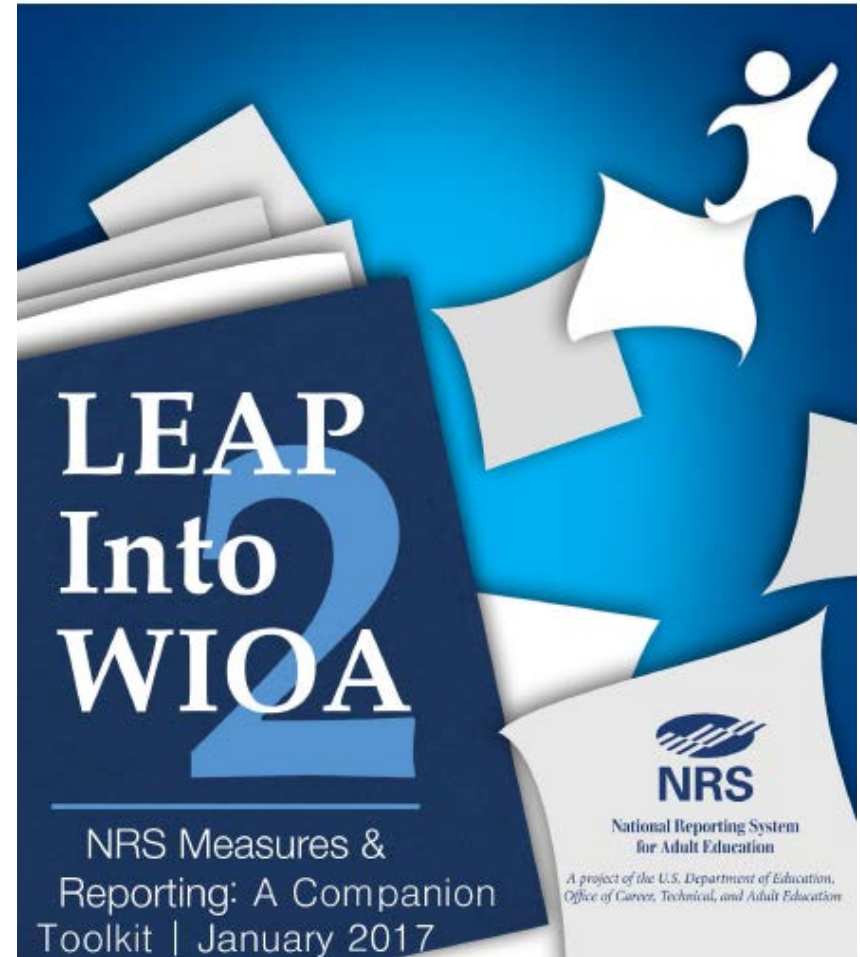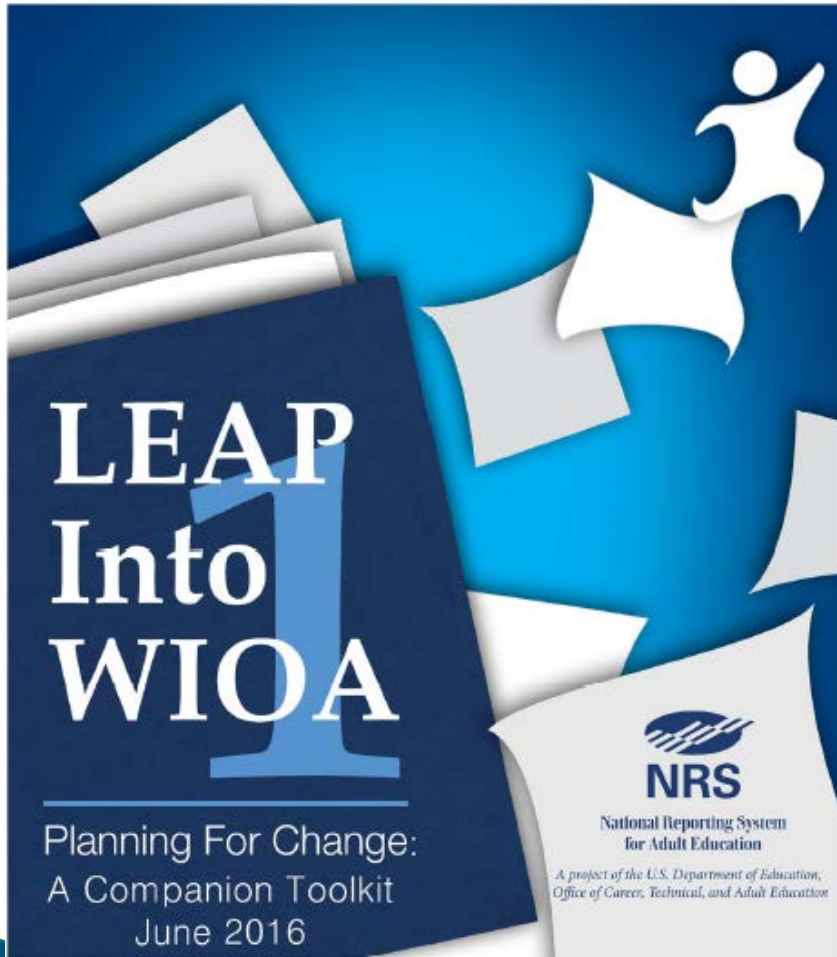# Training Preparedness

What You're Already Doing

Sharing visuals/charts

Local provider advisory council

Create examples/scenarios

Regional Summits

Series of videos

Quick guides

SWOT Analysis

Webinars

Share resources

LEAP Toolkit, Part I & II

LEAP Toolkit Organization, Part I & II

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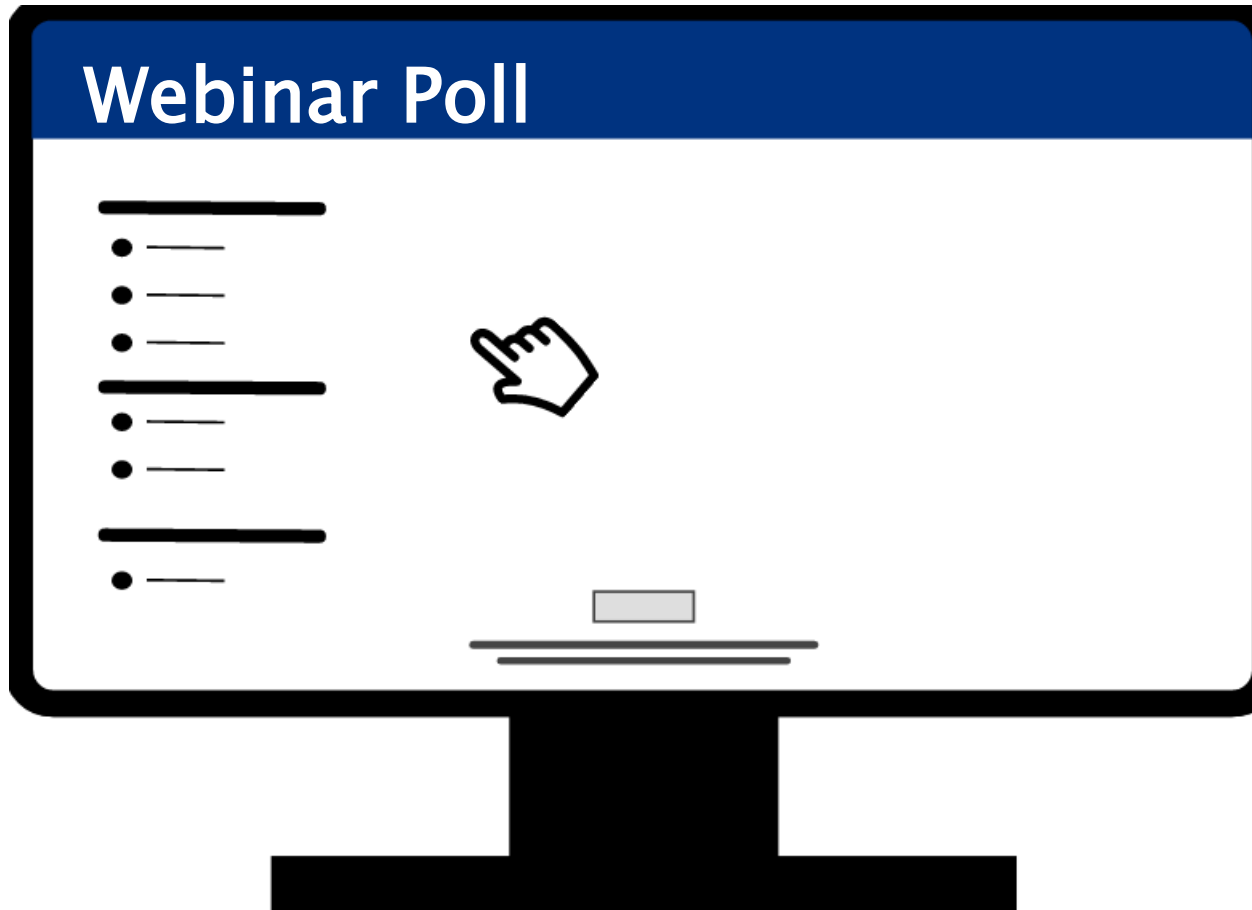▸ Suggestions for modification
▸ Tips
▸ Questions to consider

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
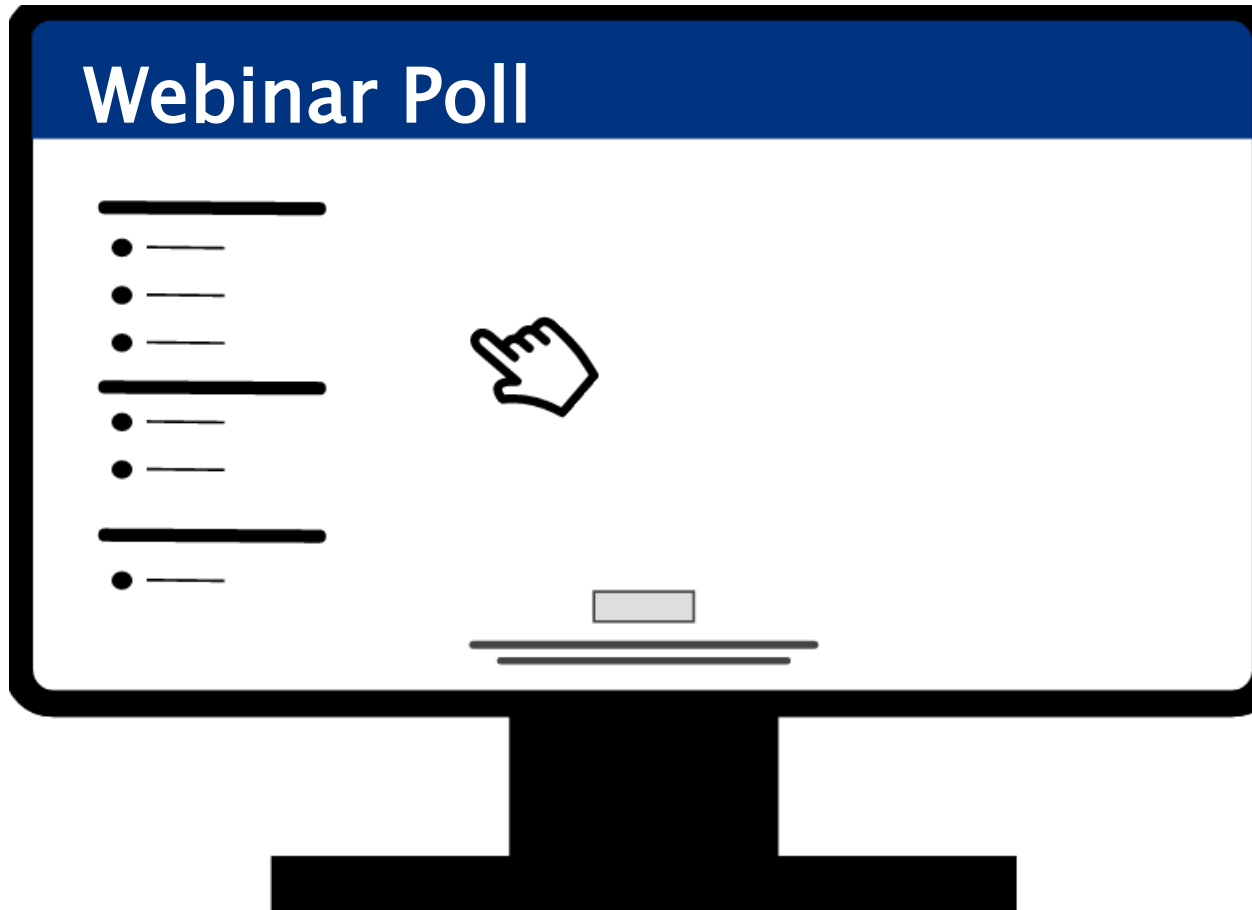
Contents of the LEAP Toolkit, Part II

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

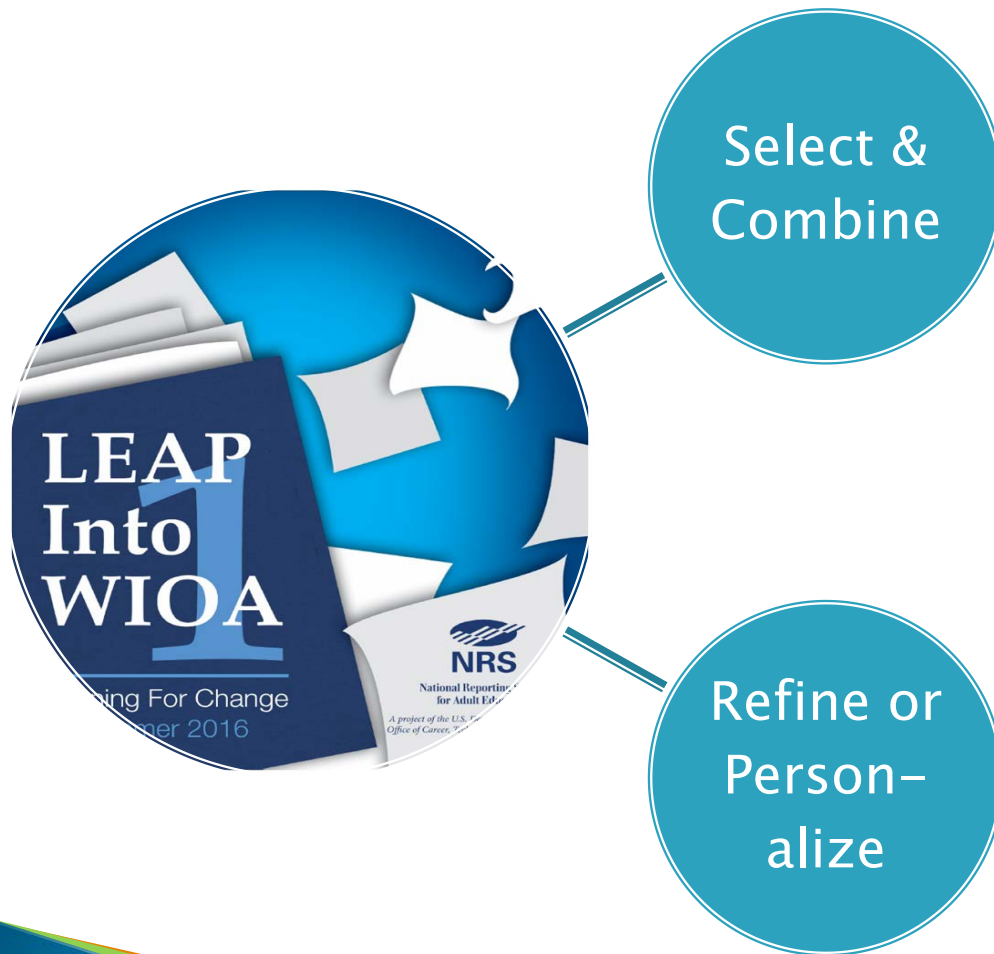IV.   Appendix of tools

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

Select & Combine

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

Refine or Person-alize

- Add state specific scenarios
- Make training format appropriate

LEAP Into WIOA

...ing For Change

...er 2016

NRS
National Reporting ... for Adult Ed...
A project of the U.S. ...
Office of Career, ...

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	Refine and Personalize
- 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)	- 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	**Refine and Personalize**
• 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)	• 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	**Refine and Personalize**
• 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)	• 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 <u>one</u> 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

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

Storing and Sharing Training Materials
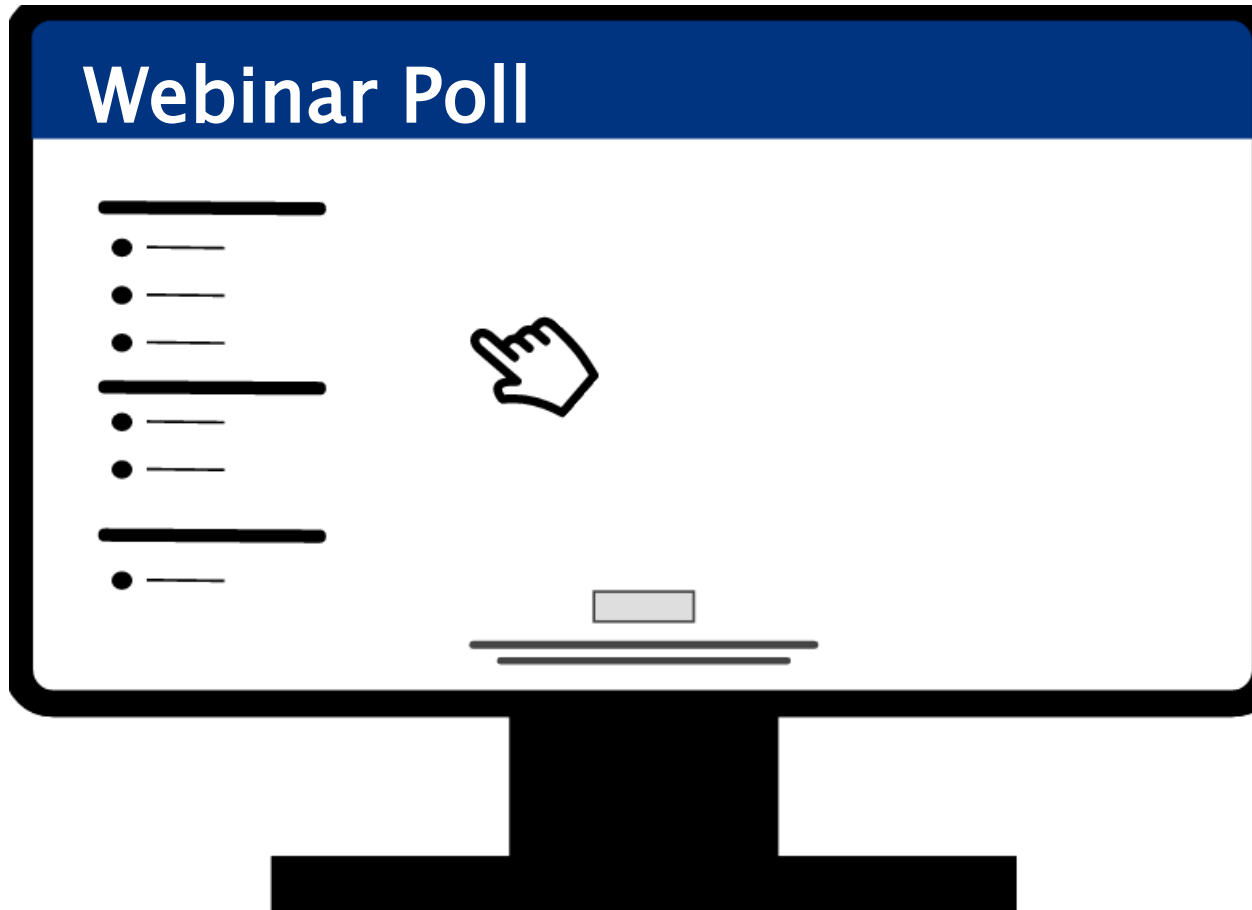
Link to NRS Resources

NEW!

National Reporting System

site map　　calendar　　publications　　contact　　search

NRS and WIOA Resources < NRS Requirements < Home

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

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
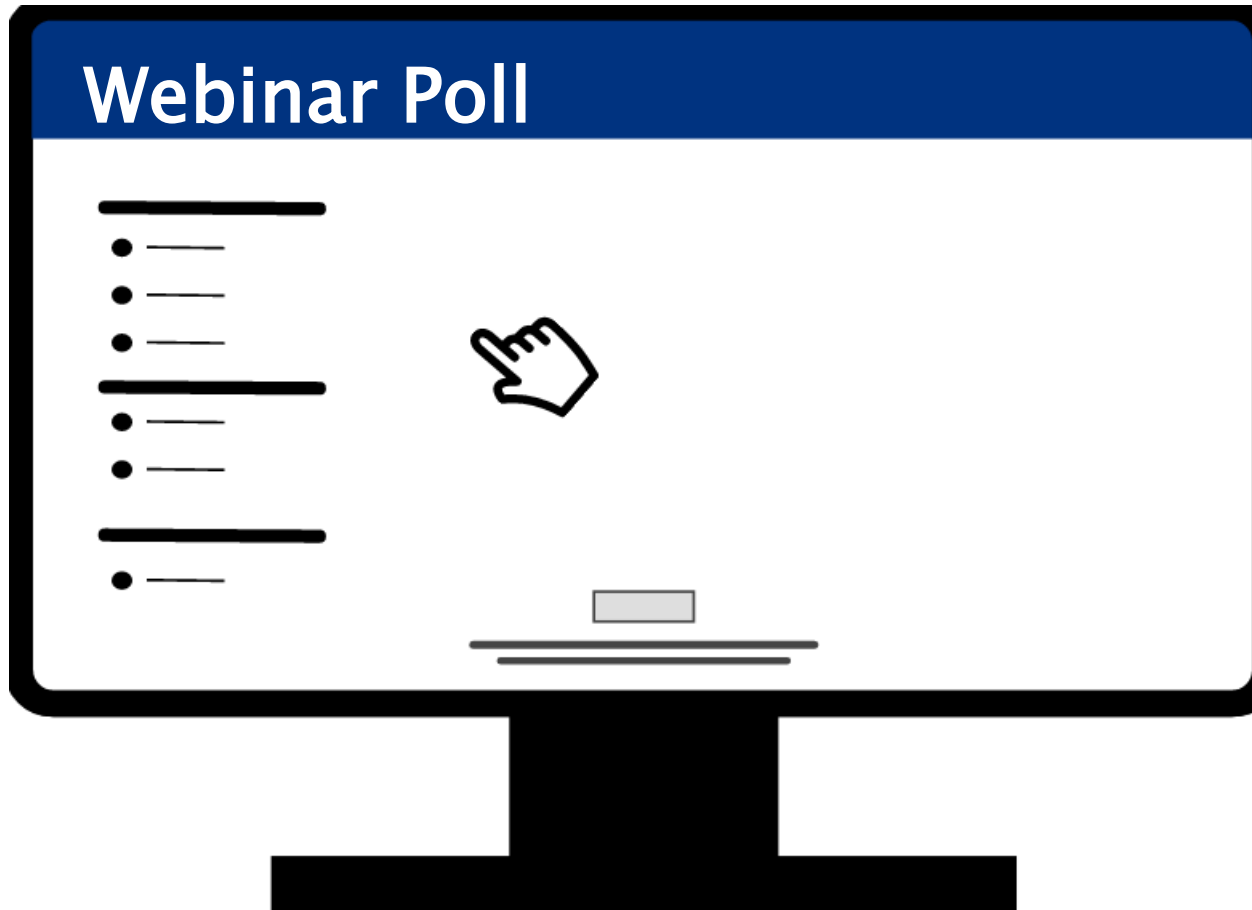
Upcoming NRS Support

▸ 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