Using the LEAP Online Toolkit with State and Local Providers

A Training of Trainers Webinar
January 12, 2017
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

Webinar Poll
What You’re Already Doing

- Sharing visuals/charts
- Regional Summits
- SWOT Analysis
- Local provider advisory council
- Series of videos
- Webinars
- Create examples/scenarios
- Quick guides
- 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

Webinar Poll
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 Personalize
- 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)

<table>
<thead>
<tr>
<th>Select and Combine</th>
<th>Refine and Personalize</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Defining Key Elements of NRS Reporting: pg 11–13</td>
<td>• Use slides as is</td>
</tr>
<tr>
<td>• PPTs: pg 39–41, 72–79, 82–85,</td>
<td>• Add state specific scenarios</td>
</tr>
<tr>
<td>• Training handouts, HO2, HO3, HO6, HO 7</td>
<td>• Modify training activities and handouts</td>
</tr>
<tr>
<td>• Training Scenarios: p.15–16</td>
<td>• Add state specific requirements around topic</td>
</tr>
<tr>
<td>• Jeopardy game: pg 7</td>
<td>• Include game as part of training, modify or add questions</td>
</tr>
<tr>
<td>• Change management: pg 5–10/42–46 (LEAP I)</td>
<td></td>
</tr>
<tr>
<td>• Communication slides, pg. 22–25/90–95 (LEAP I)</td>
<td></td>
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</tbody>
</table>
**Example: Participants and Periods of Participation**

**Webinar (1 hour)**

<table>
<thead>
<tr>
<th>Select and Combine</th>
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</thead>
<tbody>
<tr>
<td>• Defining Key Elements of NRS Reporting: pg 11–13</td>
<td>• Use Defining Key Elements as pre-reading</td>
</tr>
<tr>
<td>• PPTs: pg 39–41, 72–79, 82–85,</td>
<td>• Select 3–4 training slides to focus on</td>
</tr>
<tr>
<td>• Training handouts, HO2, HO3, HO6, HO 7</td>
<td>• Create state specific scenarios</td>
</tr>
<tr>
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</tr>
<tr>
<td>• Jeopardy game: pg 7</td>
<td>• Training handouts as extra resources</td>
</tr>
<tr>
<td>• Change management: pg 5–10/42–46 (LEAP I – for design purposes)</td>
<td></td>
</tr>
<tr>
<td>• Communication slides, pg. 22–25/90–95 (LEAP I – for design purposes)</td>
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Example: *Participants and Periods of Participation*

<table>
<thead>
<tr>
<th>Newsletter</th>
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</tr>
<tr>
<td><strong>Refine and Personalize</strong></td>
</tr>
<tr>
<td>• Link to Defining Key Elements of NRS Reporting section</td>
</tr>
<tr>
<td>• Summarize slides/use visuals from slides</td>
</tr>
<tr>
<td>• Add implications for your state</td>
</tr>
<tr>
<td>• Allow space for questions and reactions</td>
</tr>
<tr>
<td>• Share link to game or create own</td>
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</table>
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 the whole group after the 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

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

Workforce Innovation and Opportunity Act (WIOA) Resources

In July 2014, the Workforce Innovation and Opportunity Act (WIOA)—passed by an overwhelming bipartisan majority in Congress—was signed into law by President Obama. WIOA is the first update to the nation’s core workforce training programs in the 16 years since passage of the Workforce Investment Act (WIA). A lot has changed since 1998—and our workforce system hasn’t kept up. Low-skilled and low-income workers face more barriers than ever to securing an education and getting a good job.

The new law recognizes the need for a new playbook and reauthorizes the nation’s employment, training, adult education, and vocational rehabilitation programs created under WIA. WIOA improves connections to employment and training opportunities that lead to economic prosperity for workers and their families.

Workforce Innovation and Opportunity Act (WIOA)

WIOA Module 1: What’s Not New? What’s New that’s Old?
Storing and Sharing Training Materials

Webinar Poll
Link to NRS Resources

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

Webinar Poll

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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](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