



Training Session Checklist

Trainer's Materials: Using the DRDP *access* for Preschool Special Education

The checklist below outlines the activities that need to be completed to conduct a training session on the Desired Results Developmental Profile *access* (DRDP *access*) for Preschool Special Education. For questions or further information, please contact Veronica Tran-O-Leary by phone: (707) 477-3553 or email: veronica.tranoleary@draccess.org

Action Item	Person Responsible	Date Completed
Training Session Date and Location		
<input type="checkbox"/> Determine which personnel in your SELPA need training. If you are part of a multi-district SELPA, contact each participating district.		
<input type="checkbox"/> Establish a training team. If more than one person has been trained by the Desired Results <i>access</i> Project as a DRDP <i>access</i> trainer, determine who is available to conduct training with you.		
<input type="checkbox"/> Establish a training date.		
<input type="checkbox"/> Secure a location. Training locations should seat people in small groups at tables (see attached diagram) with sufficient space for participants' training materials. The training room should support the appropriate audio-visual equipment (listed below).		
Registration and Materials		
<input type="checkbox"/> Send a training announcement to the participants with the specific information for your training area, including any costs to participants and how those costs will be paid.		
<input type="checkbox"/> Maintain a list of participants who respond to your announcement.		

Action Item	Person Responsible	Date Completed
Audio-Visual Requirements and Room Set-Up		
<p>Arrange for the required audio-visual equipment with your Audio-Visual or Information Technology Department:</p> <ul style="list-style-type: none"> <input type="checkbox"/> LCD projector with 2000 lumens or higher. <input type="checkbox"/> Sound system: The sound from a laptop’s headphones port needs to be amplified via the room’s existing public address (PA) system or, if the room doesn’t have an adequate sound system, procure another sound amplification device that has adequate volume for the number of people who will be attending the session. It is helpful if the trainer has access to volume controls. <input type="checkbox"/> Projection screen: For up to 50 people, use a 6 - 8 foot screen. <input type="checkbox"/> Two Extension cords. <input type="checkbox"/> All necessary cables, including cables to connect the laptop to the LCD projector, and the laptop to the audio amplification system. <input type="checkbox"/> If the group is larger than 25 or if the room has challenging acoustics, two wireless lavalier microphones connected to a public address system. <input type="checkbox"/> Three tables for: 1) projector; 2) laptop; and 3) trainers’ materials. <input type="checkbox"/> Request the AV equipment and an AV tech person to be available one hour prior to when the audience is scheduled to arrive (as opposed to when the actual program is scheduled to begin). 		
<p>Arrange for other supplies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two sturdy chart stands, each with a pad of chart paper. <input type="checkbox"/> Marking pens for charts and highlighters for tables. <input type="checkbox"/> Sticky-note pads (always appreciated by participants). 		
<p>Arrange for snacks and food (this is optional):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing morning coffee and tea is optional, but highly recommended, as are light pastries. <input type="checkbox"/> Arrange for water throughout the day. <input type="checkbox"/> Participants always appreciate a light afternoon treat, if the session is scheduled for the afternoon (chocolate usually goes over well). <input type="checkbox"/> Make arrangements for lunch, if needed. Suggestions include: <ul style="list-style-type: none"> <input type="checkbox"/> Providing information and directions for nearby restaurants. <input type="checkbox"/> Bringing in lunch and having the participants cover the cost. <input type="checkbox"/> Asking the participants to bring a bag lunch. <input type="checkbox"/> Making the usual arrangement for when your SELPA conducts meetings and training sessions. 		

Action Item	Person Responsible	Date Completed
<p>Recruit and schedule people to help with the session:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Someone who will open the building and training room at 7:30 a.m. – early enough for set-up (one hour prior to when the audience is scheduled to arrive, as opposed to when the actual program is scheduled to begin). <input type="checkbox"/> One person to assist with registration. <input type="checkbox"/> Someone to organize beverages and snacks. <input type="checkbox"/> Someone to set up AV equipment. 		
Five Days Prior to Training Session		
<p>Identify who will receive materials and ensure that all training materials have been delivered to the training site:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each participant will receive a plastic packet of training materials including: <ul style="list-style-type: none"> <input type="checkbox"/> A DRDP <i>access</i> Manual and Rating Record <input type="checkbox"/> Rating Practice Exercise Worksheets <input type="checkbox"/> Evaluation form <p>All materials may be downloaded at http://www.draccess.org/prodevelopment/</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Arrange for the room to be set-up for the number of participants you are expecting (see the attached diagram for suggested seating arrangements). 		
Day of the Training Session		
<ul style="list-style-type: none"> <input type="checkbox"/> Evening before: If possible, set up the tables and seating 		
<ul style="list-style-type: none"> <input type="checkbox"/> Room set up (one hour prior to registration time) <ul style="list-style-type: none"> <input type="checkbox"/> Audio-visual equipment <input type="checkbox"/> Tables to seat 4-6 (see attached diagram) with room for laptops <input type="checkbox"/> Tables for the presenters and audio-visual equipment <input type="checkbox"/> Three additional chairs for presenters <input type="checkbox"/> Highlighters and sticky-note pads for the tables <input type="checkbox"/> Signs directing participants to the room <input type="checkbox"/> Two chart stands, chart paper, and markers <input type="checkbox"/> Registration table (one or two people to staff). Have ready: <ul style="list-style-type: none"> <input type="checkbox"/> Sign-in sheet <input type="checkbox"/> Name tags <input type="checkbox"/> Training packets at each seat 		
<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate beverage and food, including payment if applicable. 		

Schedule of Training Session
<p>Evening before: if possible, set up the seating</p> <p>8:00 am: Set up the AV equipment</p> <p>8:00 am: Registration and coffee</p> <p>8:30 am: Session begins (promptly at 8:30)</p> <p>10:00 am: Fifteen minute break</p> <p>11:30 am: One hour lunch break</p> <p>2:30 pm: Adjourn</p>

