Training & Coaching Considerations

There are several considerations that must be made regarding training and coaching for a new program:

- What training is required for staff to implement the program? Refer to the *Education and Training Resources* section of each CEBC program page for specifics on required training.
    - Duration, cost, location, etc.
- Develop a training timeline in conjunction with the developer to ensure that it is clear on what needs to be done and how long it will take. The developer may already have this available.
- Clarify training requirements for supervisors and staff. At a minimum, supervisors should complete the standard staff training; ideally, they will receive some additional training.
- Does staff need to be certified in order to deliver the program?
    - How is the certification maintained?
- Are booster trainings available or required? What is the recommended timing?
- Is there ongoing coaching of staff? What is the process – consultation calls, videotape review, etc.?
    - Who provides the coaching – developer, consultant, local staff, etc.?
    - What is the duration and intensity? Weekly one-hour calls for 12 weeks, monthly one-hour calls for a year, etc.?
    - How will this support continue locally once the trainer/consultant is no longer involved (will supervisors provide this in individual, group supervision, etc.)?
- How will training be paid for? Does the funding source allow for an initial funding budget? Will it cover ongoing trainings?
- Can training costs be defrayed in any way? Discuss with developer there is an opportunity to participate in a joint training with another agency, allow other individuals to attend the on-site training, etc.
- Does the developer have information/suggestions about how other agencies have covered training costs?
- What is the plan for training new staff when turnover occurs? If staff is already in place, look at turnover history, but expect turnover as staff adjusts to new program.

