

Standardized Workshops Recommended Timeline

| Action | September | October | November | December | January | February | March | April |
|--------------------------------|--|---|--------------------|------------|---|-------------------------------|---|---|
| Complete Courses | Update JSS 9/23/20 Update Directors 9/24/20 | All Courses complete Share with Pilot Facilitators | | | | | | |
| Pilot | | Facilitator Course Training 10/20 & 21 | Begin Pilot | | Receive Preliminary Feedback & Summarize | | Complete Pilot Receive last 2 mos. Feedback | |
| Facilitator Training | | Develop Core Facilitator Training | | | | Facilitator Training complete | Train Facilitators | Begin regular use of 5 core Standardized Workshops |
| Advisory Team* | | | | | Review Preliminary Feedback | Modify Courses as necessary | Share updated materials with Facilitators | |
| Community of Practice** | Identified first co-chairs Diane and Cindy | Kickoff/1st meeting | Newsletter | Newsletter | Meeting | Newsletter | Newsletter | Meeting |

Advisory Team* This Team will vet trainings that are brought forward as additions to the current 5 Core Standardized Workshops. Advisory members will also provide a continual review of curriculum. The goal of this Team is to help ensure high quality, relevant and engaging workshops and provide consistency across the State in terms of content and delivery. The Advisory Team will initially be Mike Lang, Nicole Swanson, Diane Halverson, Bridgett Backman, Diane Daleiden and Cindy Larson. They will review a summary of the feedback from the pilot and will be ensuring any necessary changes are made. The Team will meet quarterly its first year and as needed in the future.

Community of Practice** This Community is for all workshop facilitators including DEED and all partners across the State. It includes those whose job is focused on training as well as those who facilitate training as a part of their job. The goals of the group are to increase communication, share ideas and learn from one another. This group will meet quarterly. In between meetings a newsletter, communication will be shared with various topics based on need and interest. Any member can and will be encouraged to contribute to the newsletter. The Community is focused on the ongoing learning and development of all workshop facilitators. There will be rotating co-chairs. Initially the group will be co-chaired by Diane Daleiden and Cindy Larson.