

August/September On Site Training Outline

Here is the general breakdown of how much time we spend with each group. You can arrange the order of the presentations to fit your needs. They are listed in no particular order. All of these trainings assume that office staff, administrators, food service professionals, and tech professionals have completed all of the items on their new client checklists.

Teachers - 2 hours 30 minutes

Two hours with all teachers in a presentation room, 30 minutes extra for elementary teachers. We prefer not to do this in a computer lab. In our experience, teaching large groups while they are at computers leads to less note-taking, interrupted concentration, and time wasted trying to keep everyone in the group up to speed. If anyone needs hands-on training we will do that via web trainings after they have had a chance to use the program. The trainer will bring a projector and computer with a demonstration IP GradeBook. It can be very helpful to have a projector either set up or on-hand as well.

Lunch Staff - 1 hour

This assumes the lunch staff has viewed both of their instructional videos and have started to use the program. This should be done at the computer they will be using. The trainer will briefly review how to use the POS. This time is meant as a Q&A time.

Office Staff/Administrators - 2 hours

By the time the trainer is there for the On-Site Training anyone who will be using the office program extensively should be able to use the program. This is accomplished through the Spring training, instructional videos, our tech support line, and web trainings. It is imperative that this session be driven by questions, as we will spend little time covering new information. This should be done at the computer they will be using (with a projector if more than three people will be attending) because we would like to use your school's data.

Health Professionals – 30 minutes

This assumes the health professional(s) has viewed their instructional video and has started to use the program. This should be done at the computer they will be using. This time is meant as a Q&A time.

State Reporting – 30 minutes

This assumes the state reporting professional(s) has viewed their instructional video and have started to use the program. This time is meant as a Q&A time.

Of course, you can schedule the day in the way that works best for you. My preferred time of workshops would be 7:30 - 2:30 but I am totally flexible. The reason I like to get done around 2:30 is twofold;

1. I typically have a long drive to the next school after your training.
2. Trainings that start after 2:00 tend to have less of an impact, I think because people tend to get anxious to leave.

Here is a general schedule that has worked well.

7:15 = Trainer arrives at your school.

7:30 – 8:00 = State reporting training

8:00 – 9:00 = Lunch/POS training

9:00 – 9:15 = Transition time to set up for teacher training

9:15 – 11:45 = Teacher training

11:45 – 12:00 = Break for trainer

12:00 – 2:00 = Office staff/administrator training. We like to take advantage of all the time we have at your school so typically office staff and administrators will eat their lunch during the first part of the training. This creates a great informal atmosphere to review general information about JMC and discuss where people are in the training process and make a brief agenda for other information people would like to discuss.

2:00 – 2:30 = Health professional training

Of course, you can schedule the day in the way that works best for you. Please let us know if you have any questions or concerns about this schedule. We can firm up the schedule in August.