Training Recommendations

This document includes guidance for providing an ITS-SIDS or EPR in Child Care training. This guidance was developed using feedback from the field of trainers and training partners and meant to make sure that all trainees have the most beneficial learning experience. Only trainers that maintain an active trainer status and are listed on the NC Child Care Health and Safety Resource Center website may provide training.

Guidance for providing in-person and virtual training:
This is not intended to be an all-inclusive list; trainers may communicate additional guidance to trainees to ensure effective training.

Before
- Provide trainees with a Trainee Agreement and communicate that they may be asked to retake the training if expectations are not met.
- Have technology ready, be familiar with and comfortable using it, test it in advance, and have a back-up plan for technology failures.
- Send reminders to trainees about the training session.
- Enroll a maximum of 20 trainees (if more than 10 in a virtual training, two trainers should be present).
- Be prepared. Have materials ready and be comfortable with providing the training content.

During
- Provide trainees with a clear training agenda (for example, include timing of activities and breaks).
- Be available at least 15 minutes prior to and 15 minutes after the scheduled training time.
- Provide the training uninterrupted throughout the scheduled time.
- Incorporate opportunities for questions, discussion, and interaction among trainees.
- Ask open-ended questions and pause for responses.
- Acknowledge and incorporate trainees' experiences as early educators and other real-life experiences.
- To foster engagement, incorporate brief icebreakers at the beginning and stop screen sharing during discussion so that trainees can see and interact with one another.
- Avoid long periods of lecturing without a break or options for participation.
- Use breakout groups with clear instructions about what the group should be discussing and accomplishing.

After
- Review evaluations/assessments; use results to follow-up with trainees and improve future training.
- Follow up or check in with trainees after the training (for example, telephone, technical assistance visits, additional training, etc.)

Guidance for providing virtual-only training:

Before

- Verify that each ITS-SIDS trainee has successfully completed ITS-SIDS prior to allowing virtual attendance.
- Enroll a maximum of 10 trainees per trainer, with a 20-trainee limit.
- Use video conferencing software that is available for the duration of the training. Test technology in advance and be familiar with and comfortable using it. Do not use messaging software not meant for hosting a meeting (such as Facetime or Google Meet).
- Use a computer with a camera, microphone, and internet that is stable for the duration of the training and on which documents can be shared. Do not use a cell phone to present a training.
- Ask about trainees' technology needs, provide instructions about technology if they are unfamiliar, and offer accommodations such as captions or subtitles.
- Develop a process for collecting rosters, evaluations, pre-tests, and post-tests from trainees electronically by using an online survey tool, by email, or similar.

During

- Have a co-trainer or facilitator help with admitting trainees, monitoring chat, addressing technology issues, and/or other issues.
  - A co-trainer is a second active trainer that can provide training and answer content questions.
  - A facilitator is not trained in the topic being provided, but is someone who can help with technology, monitoring participation, and providing general assistance with the training.
- Incorporate tools and activities to facilitate interaction and engagement (for example, icebreakers, polls, whiteboards).
- Conduct periodic checks of attendance by ensuring:
  - Cameras are on and trainees are physically present.
  - Active participation and responding to the trainer or facilitator's prompts (for example, questions in chat, polls, activities).

NC Child Care Health and Safety Resource Center reserves the right to:

- Observe any training session. Trainers may be asked to provide information on upcoming trainings so that they can be observed for quality assurance purposes.
- Update training guidance to ensure model fidelity and effectiveness of all training provided.

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