**Beyond Fundamentals: Using Titles, Descriptions and Other ECE-TRIS Fields to Set Up** **Your Training for Success (2/12/24 - 3/18/24)**

***Course Roadmap***

Welcome! We are so pleased that you are participating in this Independent Study training! As you have registered through HDI Learning, you have already received access and links to the course materials, including this roadmap document. To begin the course, please read through this document completely and watch the welcome video here: <https://vimeo.com/907611524>. Don’t hesitate to contact your [Regional Training Coach](https://www.childcareawareky.org/about-child-care-aware/coaches/) with any questions!

**Housekeeping:**

* This Independent Study course is open 2/12/24 – 3/18/24. All assignments must be submitted by midnight EST on 3/18/24.
* Credentialed trainers completing this course will receive 1.5 hoursin “how to train other adults.”
* Please do not share the course links with anyone. The content is specifically for credentialed trainers who have registered for the course.
* The training includes a check-in with your coach at the beginning, and Fill-in Journal activities with an application assignment emailed to your coach at the end of the training. You will also return to HDI Learning to complete the evaluation and submit a 2-question final reflection quiz. These steps must be completed by midnight EST 3/18/24.

**Materials Included:**

* This course roadmap document with course instructions and steps to complete. In the roadmap, activities you need to complete for submission are highlighted and marked with an asterisk. This roadmap document also includes links to all videos.
* A welcome video on Vimeo: <https://vimeo.com/907611524>.
* A PowerPoint presentation with presenter notes. You have 3 options to view the presentation:
	+ You can download the presentation and read the slideshow and presenter notes.
	+ You can watch the slideshow and hear the presenter audio on Vimeo, using video links in this document.
	+ You can download the slideshow and notes in pdf format for reading offline.
* An ECE-TRIS field tipsheet document.
* A Core Content Subject Area (CCSA) video on Vimeo, with link in this document.
* A Fill-in Journal for course activities and the final application activity, which will be emailed to your Training Coach for grading. You can either type into the fill in the journal or can print and fill out. Reach out to your Training Coach if you prefer alternate submission methods.
* A resource document with links to additional resources and support.

**Steps to Complete this Training (complete these in order):**

1. Welcome
	1. Download course materials. Read “READ FIRST” document (i.e. this document).
	2. Watch the Welcome video on Vimeo here: <https://vimeo.com/907611524>. Or you can review the PowerPoint slides #1-5 or the PDF slides and notes pp 1-5.
	3. \*Activity: Fill-in Journal – Review the training set-up page (either for face-to-face or non-face-to-face training) in [ECE-TRIS](https://ece.trc.eku.edu/content.php?CID=1). Note any questions you have in your journal.
	4. \*Activity – Contact your [Regional Training Coach](https://www.childcareawareky.org/about-child-care-aware/coaches/) to let them know: 1) what do you expect to gain from this course; and 2) what ECE-TRIS set-up questions do you have?

 \**Approximate time needed for Welcome section: 15 minutes\**

1. Activate Prior Knowledge
	1. \*Activity – In your fill-in journal, answer the following questions: 1. What do you look for in a title and description when selecting a training; and 2. What things in titles or descriptions turn you off when selecting a training?

 \**Approximate time needed for Activate Prior Knowledge section: 3 minutes\**

1. Why is it Important to Set Up Training Correctly on ECE-TRIS?
	1. Review of why important – Choose one way to access: View slides #6-8, OR view Vimeo video <https://vimeo.com/907611631>, OR view PDF slides and notes pages 6-8.
	2. \*Activity Fill-in Journal – In one sentence, summarize why it is important to set up trainings correctly.

 \**Approximate time needed for Why Important section: 6 minutes\**

1. Start with a Meaningful Title
	1. Review of title – Choose one way to access: View slides #9-16, OR view Vimeo Title video <https://vimeo.com/907611734>, OR view PDF slides and notes pages 9-16.
	2. \*Activity Fill-in journal – Using the workplace outcome provided in your journal, write a meaningful training title.

 *\*Approximate time needed for Title section: 9 minutes\**

1. Write an Accurate Training Description
	1. Review of description: Choose one way to access: View slides #17-22, OR view Vimeo Description video<https://vimeo.com/907611857>*,* OR view PDF slides and notes pages 17-22.
	2. Optional resource article: Writing a course description. <https://www.cypherlearning.com/blog/entrepreneurs/how-to-write-the-best-description-for-your-online-course> -
	3. \*Activity Fill-in journal – Answer the questions: 1. What are the key things that should be included in a training description; and 2. What improvements would you like to make in your training descriptions?

 *\*Approximate time needed for Training Description section: 9 minutes\**

1. Use Updated ECE-TRIS Fields and Tools
	1. Read tip sheet/infographic with information on training type, Kentucky All STARS checkbox, target audience, learning environment. Optional additional video: <https://vimeo.com/907611960>.
	2. \*Activity Fill-in journal – Answer the question: Based on the definitions, what training types could you train in?

 *\*Approximate time needed for ECE-TRIS fields section: 8 minutes\**

1. Select the Accurate Core Content Subject Area (CCSA)
	1. View Vimeo video showing set-up information on ECE-TRIS and examples of using Appendix A in PDF to identify correct CCSA:<https://vimeo.com/907611991>. You can follow along with PowerPoint slides 23-28 or PDF slides and notes pp. 23-28.
	2. Download or print the Kentucky Early Childhood Professional Development Framework: <https://kyecac.ky.gov/families/Documents/pd-framework-2011.pdf>.
	3. \*Activity Fill-in Journal: Select appropriate CCSA area for each of the 3 workplace outcomes given.

 *\*Approximate time needed for CCSA section: 12 minutes\**

1. Know the Set-up Requirements to Meet Extra Incentives
	1. Review Extra Incentives slideshow: Choose one way to access: View slides #29-32, OR view Vimeo Incentives video <https://vimeo.com/907612039>. OR view PDF slides and notes pages 29-32.

 \**Approximate time needed for Extra Incentives section: 4 minutes\**

1. \*Application Activity
	1. Choose ***one*** meaningful activity of your choice:
		1. Use a new training you are developing on a topic of your choice OR
		2. Modify the set-up information in one of your existing trainings OR
		3. Use the provided session example in your Fill-in Journal.
	2. For whichever option above selected:
		1. Complete Fill-in Journal application activity portion to show the training title, description, training type, CCSA, target audience and learning environment. *Prefer to do* *an alternate submission method? Contact your Training Coach.*
		2. Answer Fill-in Journal reflection questions: 1. What was most meaningful for you from this course? 2. What will you do differently going forward? 3. What incentives such as badging or All STARS would you like your trainings to be considered for?
	3. Email the following to your Regional Training Coach: 1. Fill-in Journal including completed application activity portion. Your Coach will send you feedback within three business days.
2. \*Wrap-Up:
	1. \*Evaluation: Complete the course evaluation within this HDI Learning course.
	2. \*Final reflection quiz: Submit answers to 2-question reflection quiz in HDI Learning.
	3. Once your Fill-in Journal/application activity and final quiz are graded, credit will be assigned on ECE-TRIS within 10 days. Once grading is completed, you can also return to HDI Learning to print out a course certificate.
	4. You can view the Application Activity and Wrap-up information on PowerPoint slides #33-36, OR on the Vimeo video here: <https://vimeo.com/907612140>, OR on the PDF of slides and notes pp. 33-36.

 *\*Approximate time needed for Application Activity section: 25 minutes\**

Thank you for engaging with us on this Beyond Fundamentals course! We hope this information benefits you as a trainer by allowing you to set up your training sessions to reach your desired audience and to ensure your courses qualify for additional incentives if desired. Don’t hesitate to contact your Training Coach for more support.