**Beyond Fundamentals: Using Titles, Descriptions and other ECE-TRIS Fields to Set Your Training Up for Success**

***Fill-In Journal***

This fill-in journal will allow you to reflect on the content as you work through the course.

# Welcome!

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.

# Activate Prior Knowledge

Answer the following questions:

What do you look for in a title and description when selecting a training to attend? Click or tap here to enter text.

What things in titles or descriptions turn you off when selecting a training? Click or tap here to enter text.

# Why Is It Important?

In one sentence, summarize why it is important to set up trainings correctly. Click or tap here to enter text.

# Meaningful Title

Using the information below, write a meaningful and intentional title for this training.

Target audience: Toddler teachers

Need identified: During observations, director notices toddler teachers rarely engage in music and movement activities.

Workplace outcome: Teachers will help plan and implement developmentally appropriate music and movement activities for toddlers.

Your title: Click or tap here to enter text.

# Accurate Training Description

Answer the following questions about descriptions:

What are the key things that should be included in a description?Click or tap here to enter text.

What improvements would you like to make in your training descriptions?Click or tap here to enter text.

# Updated ECE-TRIS Fields and Tools

Now that you have read the tip sheet, take a minute to carefully review the tip sheet link on the 26 updated training types.

Based on the definitions, what training types could you train in?Click or tap here to enter text.

What questions do you have about any of the fields discussed? Click or tap here to enter text.

***You can also contact your training coach at any time with questions!***

# Select the Accurate Core Content Subject Area (CCSA)

Read the three workplace outcomes given. For each workplace outcome, select the appropriate core content subject area. Remember to use your Kentucky Professional Development Framework document! Some of the workplace outcomes are tricky.

Example:

|  |  |
| --- | --- |
| Workplace Outcome | Core Content Subject Area  |
| Infant and toddler teachers will use correct diapering techniques with each child to help prevent communicable disease.  | Health, Safety and Nutrition  |

*In this example, the competency statement that best supports this outcome is found on p. 45 of the Kentucky Professional Development Framework: Demonstrate proper techniques for preventing communicable diseases, including hand washing, diapering, cleaning and sanitizing. This statement is in the Health, Safety and Nutrition Core Content Subject Area or CCSA.*

Now, it’s your turn to practice:

|  |  |
| --- | --- |
| Workplace Outcome | Core Content Subject Area  |
| Regularly communicate child assessment information to families verbally and in writing and document the communication.  |  |
| Teachers will use positive guidance techniques to help support children’s prosocial and responsible behavior.  |  |
| Early care and education professionals will recognize symptoms of “burnout” and will seek support if needed.  |  |

# Application Activity

You have learned how to use many different fields to enter your training details in ECE-TRIS. Now, you will have a chance to practice writing a meaningful title, comprehensive description, and accurate ECE-TRIS fields. Our hope is that you will leave this training with information you can use when setting up your own training.

Directions:

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 to improve accuracy, OR
	3. Use this provided session example if you don’t have a planned new or existing training you would like to use for the application activity.

**Needs Assessment Information**

Who needs the training: Preschool Teachers

Situation that demands the training: During classroom observations, it has been noticed that all classrooms do not have age-appropriate books in their classrooms nor are the books on a variety of topics. Teachers are not understanding what makes a book developmentally appropriate for the children in their room and are having a hard time choosing books on various topics to put in the classroom.

Training workplace outcome: Select appropriate books and print materials in a variety of genres, for children in the preoperational stage of development, aged 3-5 years.

1. For whichever option you choose:
	1. Complete application activity fields below to show the workplace outcome, training title, description, training type(s), core content subject area (CCSA), target audience and age group/environment, for the training option you have selected.

Who needs the training: Click or tap here to enter text.

Workplace outcome: Click or tap here to enter text.

Title: Click or tap here to enter text.

Description: Click or tap here to enter text.

Training type(s): Click or tap here to enter text.

Core Content Subject Area (CCSA) Choose 1 or 2 (as per your training time): Click or tap here to enter text.

Target audience: Click or tap here to enter text.

Age group/learning environment (Select the age group/environment most related to your audience): Click or tap here to enter text.

* 1. Answer course reflection questions:
		1. What was most meaningful for you from this course? Click or tap here to enter text.
		2. What will you do differently going forward? Click or tap here to enter text.
		3. What incentives such as badging or All STARS would you like your trainings to be considered for? Click or tap here to enter text.
	2. Email the completed Fill-in Journal and application activity to your Regional Training Coach. Your coach will send you feedback within 3 business days.

Prefer to not type? The journal activities and application activity can be submitted by audio or video file. Contact your Training Coach if you need an alternate course submission.

If you have any questions about this application activity, please contact your Regional Training Coach.