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Workforce Integration Support and Education

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## WISE OWLS TRAINING CHECKLIST 11/5/15

WHO	WHAT	WHEN
Trainer	Set date, time, location of training	ASAP
Trainer	Submit training notification via Survey Gizmo: <a href="http://www.surveygizmo.com/s3/2400311/WISE-Training-Notification">http://www.surveygizmo.com/s3/2400311/WISE-Training-Notification</a>	ASAP
Ben	Post training info on internal WISE calendar. <b>Public trainings only:</b> Post training info on WISE website calendar	ASAP
Ben	<b>Public trainings only:</b> Create training registration link.	ASAP
Ben	Create training flyer and email to trainer: <ul style="list-style-type: none"> <li>Include registration link, target audience, max attendance, stipend/lunch info in flyer and other applicable info in flyer</li> </ul>	ASAP
Ben	<b>Public trainings only:</b> Include training in monthly email blast.	Next monthly blast
Trainer	Send training flyer to interested parties; market training to ensure minimum attendance requirement met; send reminders to target audience.	ASAP; ongoing
Trainer	Check supply levels to ensure you have enough materials to prepare for training. If not, order supplies as necessary.	1 week before training
Trainer	Create training agenda and any special instructions for attendees	1 week before training
Ben	Close training registration on Survey Gizmo	3 days before training
Ben	Create training registration list and email to trainer and DZ	3 days before training
Trainer	Send confirmation email to training registrants with training agenda and any special instructions	2-3 days before training
Trainer	Review packing list and prepare applicable materials for training: <ul style="list-style-type: none"> <li>Folders with necessary handouts and data collection forms</li> <li>Name tents in each folder</li> <li>Stipend forms (if applicable - <b>in separate folder</b>)</li> <li>Sign-in sheets</li> </ul>	2-3 days before training
Trainer	Email scanned sign-in sheets, pre/posts, trainer evals, demographic forms, etc. to Ben and DZ <a href="mailto:bviernes@nocalmha.org">bviernes@nocalmha.org</a> <a href="mailto:dzavala@nocalmha.org">dzavala@nocalmha.org</a>	ASAP after training – no later than 1 week after training or with next monthly progress report, whichever is sooner
Ben	Input pre/posts, trainer evals, and demographic info in Survey Gizmo. File original documents in a separate folder for each training for DZ to access when drafting progress reports	Within 1 week of receiving materials from trainer
Ben	Add names and emails of training participants to Constant Contact to NorCal MHA General Interest, WISE General Interest, and to other WISE distribution lists, as appropriate	Within 1 week of receiving materials from trainer

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