Training Delivery Options

- **ODJFS definition of a Professional Development Day:**
  - Days a provider closes so staff can participate in training
  - Providers can be paid for up to two professional development days per state fiscal year (July 1 – June 30), but not in consecutive days or months
- **We have four different options that providers can choose to structure their trainings**
  - Training/PD Day – maximum of 35 people per session
  - Study Group – maximum of 15 people (typically require a set of books to study)
  - Mega PD Day – maximum of 35 people per training session

- **Training/PD Day = training scheduled for providers chosen from our training packet**
  - Public = Program schedules a training but agrees to open it to the public. There is a set price the program pays for their staff, while the public pays the per person fee.
  - Private = Program schedules a training that is offered ONLY to their staff.
- **Study group = Community of Learner's topic that provides series of meetings to encourage team to study a particular topic, apply the content, reflect and learn from peers (can be public or private as well)**
  - Public = Program schedules a study group but agrees to open it to the public. There is a set price the program pays for their staff, while the public pays the per person fee.
  - Private = Program schedules a study group that is offered ONLY to their staff.
- **Mega Professional Development Day = we plan a whole day for a program with multiple trainings in multiple classrooms that occur simultaneously. We help plan, organize and deliver trainings to your whole program. Requires a face-to-face planning meeting, resulting in a proposal given to program for event approval. (Always private)**
  - Additional Supportive Services are available for additional assistance.
    - Logistics Planner
    - Catering Coordinator
    - Host
    - Registration Coordinator
- **There are a few variations that a program can choose when setting up a training/PD day**
  - Super Saturday = one training in the AM, one training in the PM on a Saturday
  - Training with a Twist = any training can have a twist (ex. Food, wine, restaurant, holiday themed, activities)
- **Virtual Training world – We offer training online, which is more of a real time online training. Participants must attend at the date & time the training is scheduled. We offer training on**
    - Zoho Showtime
    - Zoom
    - Microsoft Teams
  - Visit the FAQ page to learn how each platform registration will work

Requirements for Training Locations

Do you have the perfect idea for a training location? Maybe you have space at your center that you would like to offer as a space for a training. Perhaps you have a community connection to a location that you believe is a perfect training location.

- o You can suggest a training location or offer to be a training location.
- o You can suggest a date & time that is convenient for your staff.
- o The fee for your staff to attend this training would be the per person fee of the training as identified in the training catalog and Ohio Professional Registry.
- o Please note a minimum of 5 participants is required for a training to occur or the training may risk cancellation due to low enrollment.

Please read below what criteria we look for in a training location:

- o Space must comfortably accommodate up to 35 participants
- o Must have adult sized tables and chairs for each participant
- o Must have an adult sized table and chair for the trainer
- o Room should not be crowded – there may be activities in the training – there should be space in the room for people to move for these activities if needed
- o Must have someone to open and close the building – should be available to open the building at least 30 minutes early so the trainer has time to set up
- o Submit a picture of the proposed training space

Professional Development Training Topic Suggestions

Many times, providers have a hard time knowing exactly what their staff need training on. Sometimes, all it takes is a few suggestions to put them down the right path. Here are some training topics that may spark interest in providers who are struggling with what they need.

- Challenging Behaviors
- Increase Your SUTQ Rating
- Care for the Caregivers
- Curriculum and Assessment
- Interactive Learning
- Language and Literacy
- Leadership
- Special Needs
- Age-Specific Supports
- Classroom Environments
- Strengthening the Quality of Your Program
- Children's Health and Nutrition

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