

COMMONLY ASKED QUESTIONS AND ANSWERS

How do I know how many people are signed up for my training?

The Training Assistant who is covering your training should email you the numbers of trainees that are signed up for your training. If you have not heard about your numbers, you can contact the Training Coordinator who scheduled you and they will facilitate getting you the information.

Regional Training Coordinator (Anita Aldrich) at 619-594-3631

Coastal Training Coordinator (Renee Duci) at 619-594-5814

What is the education level of the trainees? Depending on the county their education levels vary. Many have MSW degrees and some have BA degrees. There are occasional PhD's and overall a wide mix from AA to PhD.

What is the class like?

The majority of people who attend the class are there to learn. Some people seem to be taking a day away from work while others have been mandated to attend.

What type of problems might I encounter with various trainees?

Problems with trainees can fall into many categories. You could experience people who arrive late and leave early, people who leave their cell phones on, people who talk but do not listen, people who act quite bored because they believe they know it all and have done it all and, of course, the class clown. If your normal tricks and skills are not working with certain individuals or groups, let the Training Assistant or Site Coordinator know the problem and ask for assistance in order to maintain a learning atmosphere for those who are interested and motivated.

What time should I arrive for my training?

You should arrive at 8:00a.m, if training starts at 9:00am. The guideline is for you to arrive an hour before the training is due to begin. This allows you enough time to become familiar with the equipment you need for your presentation, to test out the equipment and set up the room as you prefer it.

How many copies of handouts should I have available?

You should plan on 30 handouts, unless otherwise advised by the Training Assistant. For standardized Core classes, the Academy will provide handouts. For non-standardized Core classes or Advanced classes, the trainer is expected to make handouts.

How many pages should I have in each handout?

There is no need to overwhelm the trainees. Simply give them useful information.

How should I dress for training?

We are not going to get too specific except to say you should dress professionally – like you are going to testify in Court. You are modeling professionalism as a trainer.

Where can I get ideas/tips for training?

- Trainer Handbook
- PCWTA Trainer Newsletter
- PCWTA web site
- PCWTA County Consultants
- PCWTA Training Assistants or Site Coordinators

Can I have guest speakers as a part of my training?

Yes you may, however, any guest speakers you use, even if they are unpaid, must meet the same qualifications as our trainers do. As you design your training plan, you must submit all guest speakers' resumes to the Regional Training Coordinator or Coastal Training Coordinator, whomever scheduled you..

Can I tell jokes and be funny?

Absolutely! Humor is a necessity and tasteful jokes are welcome. Humor makes learning fun.

May I bring food?

It is really not necessary as we provide snacks and refreshments.

How often do I give the class breaks and for how long?

Typically breaks are 15 minutes long with one given in the morning and one in the afternoon.

How long is the lunch break?

The lunch break is one hour.

When should I conclude the training?

The training is concluded at 4:00p.m.

What is the room set up?

If you are training at the Riverside Training Center, our Academy Training Room, or at most county sites, tables are set up in pods that can accommodate 4-6 trainees each. We ask that you arrive one hour early for all trainings. When training at an offsite location, and you need to change the room set-up, please feel free to ask the Training Assistant for assistance.

What equipment is available to me?

Both the Riverside Training Center and Academy Training Room have the following equipment available:

Power Point Equipment

Computer

Pull Down Screen

Easel and Pads or Whiteboard

Markers

If you are training offsite please let the PCWTA Training Coordinator who scheduled you know your equipment needs.