Pre-Training Checklist

training preparation

please complete **pages 1 and 2** and return via email or fax (646) 365-3066.

Thorough preparation for trainings will help them run smoothly and maximize the benefits for your trainees. Please use this checklist before your scheduled trainings, and discuss with your Client Services representative if you have questions. The Foothold Training Facility can accommodate up to 24 trainees.

Cancellation or re-scheduling must be requested no later than 48 hours prior to a scheduled training. Agencies that do not adhere to this policy will be liable for 50% of the cost of the training or will forfeit half of the scheduled training time, as appropriate.  Start and end times will be based on the amount of time needed for the trainer to travel to the training site from Foothold's office/their hotel no earlier than 8:00am and returning to the office/their hotel no later than 6pm.

**we reserve the right to postpone or cancel training if not returned by FORM deadline**

**ONE WEEK PRIOR TO TRAINING:** Click here to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Agency Name:** |  | **Training Address (used for GPS) :** |  |
| **Training Date(s):** |  |  **# of Trainees:** |  |
| **Start Time:** |  |  **End Time:** |  |
| **Contact Name:** |  |  **Contact Phone #:** | WORK: |
|  |  |  | CELL: |

| **PRIOR TO TRAINING** | **Responsibility:****Agency**  |
| --- | --- |
| AWARDS logins and temporary passwords set up, verified and communicated to trainees. Users with existing logins and passwords notified these will be needed for training. *(Use Trainee Notification Form, page 3)***\*** **If trainees do not know their passwords and there is no agency staff present able to reset them, your initials authorize the trainer to reset passwords for those individuals during training.** | [ ] \* INTIALS\_\_\_\_\_\_\_\_\_\_\_ |
| Permissions have been set allowing trainees data entry access to the modules and programs designated on the agenda. Check with your Client Services rep prior to your training about which permissions will be necessary for training.**\*** **If trainees do not have data entry access permissions necessary for participation in training, your initials authorize the trainer to update those permissions during training.  (Trainers will never give Chart Access permission to anything other than training programs.)** | [ ] **\*** INITIALS:\_\_\_\_\_\_\_\_\_\_\_\_ |
| Trainees notified of location, start and end times.*(We recommend trainees arrive at least* ***15 minutes early*** *to allow for transportation and/or parking issues. Use Trainee Notification Form, page 3)* | [ ]  |
| Trainees advised of purpose of training, and advised to clear calendars for duration of training to minimize disruptions.*(Use Trainee Notification Form, page 3)* | [ ]  |
| Implementation team members who will attend training have been identified.*(We recommend all implementation team members attend at least one day of training.)* | [ ]  |

#### for agencies arranging their own training facilities

Agencies whose trainings will not be held at Foothold Technology’s training facilities must complete the following:

| **Item** | **Responsibility:**Agency Foothold |
| --- | --- |
| 1. Internet connection checked prior to training
 | [ ]  |  |
| 1. Wireless internet accessibility verified for trainer (network access, router/network accessible, etc.). **IF INTERNET ACCESS IS NOT WIRELESS, YOU MUST NOTIFY TRAINER ASAP.**
 | [ ]  |  |
| 1. Regarding your computer set-up, only the most recent version of Google Chrome, Microsoft Edge, Microsoft Internet Explorer, Mozilla Firefox, and Safari are supported for use with AWARDS. For more information, [click here.](https://demodb.footholdtechnology.com/help/?11924)
 | [ ]  |  |
| 1. Access to training site computers and internet verified (site network passwords needed?)
 | [ ]  |  |
| 1. Instructor computer provided
 | [ ]  | [ ]  |
| 1. Projector provided
 | [ ]  | [ ]  |
| 1. Extension cord available if needed
 | [ ]  |  |
| 1. Number of trainee computers available at training site: \_\_\_\_*(We recommend no more than two trainees per computer.)*
 | [ ]  |  |

*“Training Support – At no additional fee and as requested by the Subscriber, within four (4) months of the date hereof, the Supplier shall provide the Subscriber* *with* *three days (24 hours in a minimum of four (4) hour increments)* *of training at the Subscriber**’* *site or Supplier’s site.  Travel and lodging for onsite training is included only for those Subscribers located within the five boroughs of New York City. Subscribers outside the five boroughs of New York City will be expected to compensate Supplier for travel-related expenses, including, but not limited to, transportation, lodging and food.”*

please complete **pages 1 and 2** and return via email or fax (646) 365-3066.

Trainee Notification

AWARDS training

please complete and distribute to trainees at least one week prior to training.

#### trainee preparation

* Full day trainings have 15 minute breaks in the morning and afternoon, and an hour break for lunch, unless otherwise specified.
* Trainees are advised to clear calendars for duration of training to minimize disruptions.

#### \* for trainings held at foothold technology

 36 E. 12th Street, between University and Broadway – 5th Floor

 **🡺** For entry to building, use the telephone intercom outside the door.

 **🡺** The address on the building is on the glass door and can be hard to see.

* Refreshments are not provided for trainings held at Foothold Technology and there are no vending machines in the building.
* To prevent damage to computers, food and drinks are not allowed in the Foothold training room.
* A refrigerator is available for those who bring meals or snacks. These must be consumed outside of the training area.
* There are numerous local eateries within a few minutes’ walk of the Foothold offices.

|  |  |
| --- | --- |
| **Trainee Name**: |  |
| **AWARDS user name and temporary password distributed on**: *(For security purposes, it is recommended that passwords not be written down.)* | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ *(If not new, you must know your existing user name and password for training.)* |
| **Training Date(s)**: | \_\_\_\_ / \_\_\_\_ / \_\_\_\_ |
| **Training Address**: | *\* (See notes below for trainings held at Foothold Technology)* |
| **Start Time**: | *(Please plan on arriving 15 minutes prior to training.)* |
| **End Time**: |  |
| **Special instructions for trainees**: |  |