

Instructions for Group Trainings

Before the Training - Complete these steps at least one week before the training:

1. Prepare an attendance sheet that includes the following:
 - Date of Training
 - Name of Training
 - Location (name of school and district)
 - Group training facilitator's name & email
 - Participant Names (printed clearly or typed)
 - Participant Signatures

An *attendance sheet* is available for download on the JSI website.
2. Schedule the training date and time and reserve a quiet, comfortable room with internet and AV access.

On the day of the training:

1. Set up computer, projector, screen and speakers. Be sure you have access to the internet.
2. Have all participants sign the attendance sheet.
3. Show the training(s) to your group.
4. Address any questions.

After the training:

1. Email the attendance sheet to johnstalker@framingham.edu and request the certificate of training (you will receive *one* certificate for the group, with the attendance sheet attached).
2. Maintain an electronic file and a printed copy of the certificate of training attached to the attendance sheet for documentation for your Administrative Review.