



## **Scope of Work: Regional Training Coordinators (Staff Development and Capacity Building) and Training Funds**

### **Background:**

In 2016, each of the Regional Planning Units (RPUs) and Local Workforce Development Boards (Local Boards) worked collaboratively to hire/designate a Regional Training Coordinator (RTC) to assist with the development of the RPU's Regional Training Plan. In 2017, each RPU received funding to expand on professional development and capacity building efforts for staff and partners in the region through March, 2019. Beginning in April 2019, each RPU will receive additional funding to continue the work of the RTCs through September 2020 and each RPU will receive an allocation of training funds to support professional development and capacity building for the workforce development staff and partners in the region. The RTCs will continue to be responsible for coordinating staff's professional development and capacity building efforts in their designated RPU based on the region's Regional Training Plan.

### **Regional Training Coordinator Funds Allowable Activities:**

1. Continue current salary for RTC staff efforts based on **Scope of Work** provided below.
2. Travel, equipment, and expenses associated with regional training meetings, statewide training meetings, and implementation of the RPUs Regional Training Plan.
3. Travel and registration for conferences for the purpose of providing professional development for staff.
4. Tuition for professional development programs or courses.
5. Facilities, logistics, audio/visual for training.
6. Physical accommodation to improve accessibility for trainers and trainees.
7. Subscriptions and licenses for virtual (software or on-line) capacity building, professional development, and training.
8. Professional development and capacity building trainings and conferences for staff and partners.

### **Training Funds Allowable Activities:**

1. Travel and registration for conferences for the purpose of providing professional development for staff.
2. Tuition for professional development programs or courses.
3. Facilities, logistics, audio visual for training.
4. Physical accommodation to improve accessibility for trainers and trainees.
5. Subscriptions and licenses for virtual (software or on-line) capacity building, professional development, and training.
6. Professional development and capacity building trainings and conferences for staff and partners.



**Scope of Work – Regional Training Coordinator:**

1. Continue to assess, implement, and request modifications/updates to current RPU Regional Training Plans as deemed necessary by the RPU's Local Boards.
2. Continue soliciting, researching, and conducting logistical coordination to implement RPUs Regional Training Plan in coordination with:
  - a. California Workforce Association for California Training Initiative (CTI) training
  - b. Department of Rehabilitation
  - c. Employment Development Department Capacity Building Unit for EDD Catalog
  - d. Employment Development Department Disability Employment and Coordination Unit for Disability Employment Training
  - e. California Workforce Development Board
3. Ensure that training participants complete evaluations and that an evaluation summary or copies of the evaluations are submitted to the training provider and the state-level training partner responsible for conducting the training.
4. Recognize and share innovative best practices and strategies for building capacity and improving service delivery to participants, partners, and employers.
5. Advise the State on Local Boards training and technical assistance needs, including learning communities, for specialized topics.
6. Participate in a minimum of two statewide meetings per year.
7. Participate in RTC Monthly/Bi-Monthly Technical Assistance conference calls.
8. Participate in meetings with Local Boards and partners to keep them informed about Regional Training Plans; solicit additional training needs, and share challenges, successes, and lessons learned.
9. Research, develop, propose, and maintain a shared process to advertise trainings conducted throughout the RPU that can be viewed by Local Board leadership, staff, and partners.
10. Provide advice to the State on tools that will assist RTCs, to measure the effectiveness of the regional/statewide trainings and efforts to implement technical assistance.