Regional Training Coordinator Training Request Flowchart

REGIONAL TRAINING COORDINATOR

Work with Regional Planning Unit (RPU) to agree and implement RPU Training Plans. Assist RPU to identify additional regional training needs.





Review training provider list (CWA CTI, DOR & EDD) available through CWA CTI website & CWDB RPI portal to help determine training(s).





RTC Prep for logistics call:

- Audience
- How many attendees
- Space/location to accommodate attendees.
- Preferred time(s) to hold training(s)
- Dates to hold training (At least 30 days out preferred)

For CTI training, RTC must complete a CTI Training Request form (Available on the CWDB RPI portal), for DOR and EDD trainings, RTC must contact trainers directly via contact information listed in portal.





If training is <u>not</u> available, RTC must contact Xue Lor via phone/email to obtain recommendations/ assistance. Xue will respond within 48-72 hrs.





hrs.

Links:
• CWDB RPI Portal:

https://cwdb.ca.gov/regional-plan-implementation/

RTC Websites/Resource

(Resources tab to access RTC tab)

 CWA Training Provider List: http://calworkforce.org/CTI Xue contact RTC to assist with setting up a conference call with training provider(s) to discuss training logistics and/or provide recommendations/additional resources.