

Training Overview

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Program Implementation and Logistics Overview

- Who:** Key individuals in your organization who will be executing the LENA Start program (i.e., program manager, organizational leadership, administrative support, and recruitment support).
- What:** Introducing your program team to the LENA Start program team, ensuring everyone is starting on the same page, and beginning implementation planning. We will cover recruitment, staffing, facilities, technology, inventory, and more.
- When:** After execution of the Program Agreement. This is approximately a 3-hour meeting.
- Where:** Virtual/web

2

LENA Online for Admins

- Who:** Individuals who will be administrators of your organization's data in LENA Online.
- What:** We'll cover how your organization is set-up in our online portal and discuss creating new users, installing Hub processing software, granting permissions to users, and creating new groups.
- When:** After the Program Implementation and Logistics Overview, once you've determined who your initial implementation partner organizations will be (if applicable), and who your LENA Start coordinators will be. This is approximately a 2-hour meeting.
- Where:** Virtual/web.

3

Coordinator Training *(held once per contract year)*

- Who:** Individuals you've identified as LENA Start coordinators, assistant coordinators, and program managers. Up to 15 attendees.
- What:** Reviewing what it means to be a coordinator, demonstrating session facilitation, learning how to read reports, and more. This will build confidence for your coordinators and ensure the LENA Start program will be delivered in accordance with our guidelines.
- When:** At least 4 weeks prior to program start and anytime after completing Program Implementation and Logistics Overview. This is a approximately a 6-hour training.

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LENA Online for Coordinators *(held once per contract year)*

- Who:** LENA Start coordinators, assistant coordinators, and anyone who will be assisting with administrative tasks (i.e. processing recorders).
- What:** Reviewing LENA Online and how to use it to set up your group, running sessions, entering data, and processing recordings.
- When:** After the LENA Online for Admins training is complete and your administrators have created user access for everyone to be trained. This is approximately a 1-hour training and any coordinator leading sessions for that year should attend.
- Where:** Virtual/web.

Our team also offers ongoing support throughout the duration of your program through weekly check-in calls, monthly newsletters, and annual refresher coordinator trainings. Additionally, our team will meet with organizational leadership twice per year to review program outcomes.