

LENA HOME™ Training Overview

1

Introduction Call

- Who:** Main LENA Home point of contact.
What: Introduction to the LENA team; general onboarding questions; setting timeline for launch.
When: After execution of program agreement.

2

Implementation and Logistics Overview

- Who:** Key individuals in your organization who will be executing LENA Home (i.e. program manager) and leadership team.
What: Overview of the LENA Home program to ensure everyone is starting on the same page. Implementation planning includes LENA inventory, personnel/roles, session and recording logistics, technical setup, marketing, and support.
When: After introduction call. This meeting will be scheduled for 90 minutes.

3

LENA Online for Admins

- Who:** Individuals who will be administrators of your organization data in LENA Online.
What: These recorded modules demonstrate steps required to create users, grant permissions to users, and create new groups.
When: After Logistics Overview, once recording and processing logistics are finalized. These modules, including time to “pause and practice,” will take approximately 30 minutes.

4

Technical Consult *(optional)*

- Who:** IT personnel and LENA Online administrator.
What: This optional call ensures accurate set up and configuration of the LENA software.
When: After recording and processing logistics are finalized.

5

Home Visitor Training

- Who:** Home visitors who will be incorporating LENA into their visits and program managers.
What: This training reviews the LENA Home curriculum and best practices, how to interpret and talk about LENA reports, site-based logistics for implementation, parent recruitment, and buy-in.
When: This webinar should occur 2-4 weeks before the first home visits. This is approximately a 3-hour training.

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LENA Online Training

- Who:** Anyone who will be assisting in LENA Online tasks including admins, program managers, home visitors, and additional administrative support.
What: These recorded modules demonstrate LENA Online tasks including entering data, processing recordings, printing reports, and preparing for a home visit session.
When: These modules, including time to “pause and practice,” will take approximately 1 hour and should be completed 2-3 weeks before home visits begin.

7

Ongoing Support

- Who:** LENA Home program managers.
What: 1:1 support provided via scheduled monthly calls and ad-hoc email.

8

Ongoing Training

- Who:** LENA Home program managers and home visitors.
What: Pre-recorded LENA Home curriculum training modules provided for use with new staff.