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.

6. **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.

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