

SKIES Initial Train the Trainer

Course Description:	<p>This 3 ½ day interactive course provides hands-on training to become certified. Staff will receive an in-depth exploration of the SKIES system to provide training to various staff in the field. To complete the Certification requirements participants must:</p> <ul style="list-style-type: none">• Attend SKIES Initial Train the Trainer training• Make a presentation during SKIES Initial Train the Trainer• Pass a SKIES “knowledge” test during the training• Conduct one training in the field which will be evaluated
Duration:	3 ½ days
Audience:	WorkSource employees and partner staff
Objectives:	<p>Upon completion of this training participants will be able to:</p> <ul style="list-style-type: none">• Deliver SKIES system training to all WorkSource and partner staff using skills gained during class.• Present all pieces of SKIES to trainees, including Job Seeker and Employer screens, and SSMS.• Make an assigned SKIES presentation.• Locate pertinent policies and procedures as they relate to SKIES usage.• Pass a knowledge test of SKIES (administered during the training).
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	At least one year experience using SKIES
Refreshments/Meals:	On your own
Special Needs:	Notify us at ESD GP ECDD Training Academy if you need an accommodation.
Registration:	E-Train
Class Size:	Class limited to 15 participants.
Schedule:	ECDD Training Calendar
	Additional classes may be scheduled upon request.