

KeyTrain Instructor Training

Course Description:	This hands-on course introduces and teaches staff how to use KeyTrain and apply it in the WorkSource office. Exercises are included in each section to allow staff to practice what they have learned.
Duration:	Six hours
Audience:	WorkSource employees
Objectives:	<ul style="list-style-type: none">• Describe KeyTrain and how it works• Navigate through the program and screens• Create student accounts, assign lessons, view and print reports• Search Job Profiles
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	KeyTrain is available on office computers with all plug-ins installed.
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:	Classes limited to 20 participants.
Schedule:	ECDD Training Calendar Additional classes may be scheduled upon request.