
Session Overview

- Objectives:** By the end of this session, participants will be able to:
- 1) Describe the National Reporting System and its various components;
 - 2) Analyze and use data collected on program outcomes and
 - 3) Develop a plan for collecting follow-up data.

- Time:** Total time required for this session: approximately 9 hours instructional time
- The session may be conducted on one full day or divided into two days;
 - If two days are selected, the sessions may be conducted back to back or over a two week period with opportunity for participants to integrate the knowledge and skills gained into their work activities

Materials Checklist:

Hardware: Overhead Projector

Software:

- Packet Handouts
- Packet Transparencies
- Facilitator Notes & Supplements
- Blank Transparencies and Transparency Pens

Preparations Checklist

- ✓ Reserve space for the training
- ✓ Duplicate handouts
- ✓ Make transparencies for Transparency Masters
- ✓ Assemble attendee packets
- ✓ Check equipment to be sure that it is working properly
- ✓ Make nametags
- ✓ Prepare Attendance Sheet
- ✓ Order necessary food and beverage
- ✓ Pre-divide attendees into groups for small group activities
- ✓ Prepare flip charts for "parking lot issues." Label a separate flip chart page with each different content area that will be covered during the session.