

## Getting Started

National STAR Training Network (NSTN) staff and members of the National Training Cadre work together to prepare participating states for successful implementation. The goals of pre-training technical assistance are to:

- Gather information about the states and participating local programs; and
- Assist state administrators in site selection, scheduling, conducting in-state outreach, and assembling a leadership team to coordinate implementation activities and monitor progress.

Pre-training activities fall into the following domains and are described in further detail below: Intake and Planning, Trainer Assignment, and Logistics.

### Step One: Intake and Planning

After receiving a STAR Service Request Form, a NSTN staff person will hold a series of conference calls with the state administrator to:

- confirm the training package selected and anticipated start date;
- identify points of contact for both programmatic and fiscal concerns;
- provide consultation on assembling a leadership team;
- gather information and answer questions related to site selection;
- collect basic information about the state's adult basic education funding, professional development system, and current reading or professional development initiatives;
- initiate a contract for STAR services;
- inform state administrators about resources available on the STAR Web site on the Ready, Set, STAR page;
- assess and fulfill need for informational materials (e.g., brochures or outreach packets);
- review technical assistance options (for states selection STAR Training Package II); and
- establish a tentative schedule for three STAR Institutes and, if applicable, site visits.

NSTN staff will record the information gathered on these calls and create a file of important programmatic and administrative information that will be delivered to the trainers to which the state will be assigned.

Once a state administrator has selected participating local program sites, NSTN staff will send him or her STAR State, Program, and Teacher Information Forms, which he or she will complete and return to the NSTN. The completed information forms for each participating site will be placed in the state's file and delivered to the trainers at the time of trainer assignment

### **Step Two: Trainer Assignment**

Two trainers will be assigned to each participating STAR state. For states that have selected Training Package II, one trainer will be designated the technical assistance provider. Once trainer assignments have been finalized, NSTN staff will:

- debrief with the assigned trainers on all of the information collected during the Intake and Planning phase;
- deliver a copy of the state's file to the trainers; and
- host a conference call with the assigned trainers and state administrator to make introductions and provide an opportunity for the trainers to gather additional information about the participating sites, technical assistance needs, and training schedule.

### **Step Three: Logistics**

Following this introductory call, trainers will make at least one additional call to the state point of contact to:

- confirm the location and date of the first training;
- request the final participant list; and
- review equipment requirements for the training site.

Two weeks prior to Institute I, NSTN staff will send the state administrator and individuals on the final participant list information on accessing the STAR Tool Kit and setting up their unique usernames and passwords.

