



# Site Coordinator Continuous Quality Improvement (CQI) Community of Practice (COP) On-Site Training

**What:** A chance for Site Coordinators to come together to share glows and grows of their implementation of CQI process with their Quality Standard; get coaching assistance on next steps in the process.

**When:** We WILL COME TO YOU! - see dates and times attached that trainers are available!

**Time:** Need to allow for 3.5 hours for the session and  $\frac{1}{2}$  hr. for check-in and networking before session begins.

## Walk away with:

1. Resources to use at your site related to the Point of Service quality standard you and your team are working on
2. Strategies on how to make the CQI process work at your site
3. A network of peers you can call upon for support during the year

## What you need to do to make this happen:

1. Agree to have a minimum of 20 and a maximum of 40 Site Coordinators and/or Program Directors in attendance\* and send us the list of attendees 2 weeks prior to event [note you can join with other programs to meet this number]
2. Have a sign in sheet that has names, titles and email address of all participants and a place for them to sign their name
3. Provide a suitable location for the training and the following A/V supports: laptop, LCD projector, screen, easels, flip chart pads and markers

## Schedule a training:

Contact Michelle Perrenoud via email at: [Perrenoud\\_Michelle@lacoee.edu](mailto:Perrenoud_Michelle@lacoee.edu) and in the subject line put *Site Coordinator CQI COP On-Site Training*. Be sure to suggest dates and times you desire the training to be offered.



# Site Coordinator CQI COP On-Site Training

## Dates & Times available and the Email Request Process

(as of 1/17/17)

### Current Trainer Availability (First Come – First Served)

#### January 2017

8am-12pm: 24, 26

1pm-5pm: 30

#### February 2017

8am-12pm: 1, 9, 15, 16, 22, 28

1pm-5pm: 21

2pm-6pm: 9, 16, 21, 23

#### March 2017

8am-12pm: 2, 8, 14, 15, 21

1pm-5pm: 16, 27, 29

2pm-6pm: 2, 7, 30

Weekend trainings are not available.

### Information to Email to: Perrenoud\_Michelle@laco.e.edu

Email Subject Line: Site Coordinator CQI COP On-Site Training

- Your name
- Your agency name
- Your email
- Your cell phone number
- First choice of dates and time
- Second choice of dates and time
- Third choice of dates and time
- Number of sessions to be held
- Number of attendees for each session
- Location of trainings (if you know now, if not send info about this at a later date)