



TOP TEN TIPS

FOR TRAINING SUCCESS

1. Make sure the session appears your PDS Online transcript indicating that you are registered for the training session. This is important to you, because if your name is not on our training roster you will not be allowed to stay.

4. Please keep in mind you represent your county and your conduct matters.

Thoughtfully consider how you conduct yourself at trainings. Your employer expects you to participate and be respectful of others. Also, while being comfortable at a training is important, don't forget that you are at work. Sweatpants, ripped clothing, revealing necklines or similar garments are not appropriate attire for a professional day.

7. Come ready to learn!

Remember that trainings are meant to assist your professional growth. Bring paper and a pen so you can complete assignments and take notes on key points.

9. Trainings are electronic free. Handle work and personal matters prior to the start of training so you can fully immerse yourself in the learning. Cell phones, smartwatches, pagers, tablets laptops, and other electronics are prohibited during the training. If needed those things can be accessed during breaks or lunch. Please communicate with the trainer if you are involved in an emergency situation and may need to respond in the middle of the training. Step out of the room to handle the emergency and return to the training as quickly as possible.

2. Double check the location of the training. The bottom of each Training Details page on PDS Online has the location and a link to a map.

5. Dress in layers. Often room temperatures vary over the course of the day and are not easily adjusted. What one person perceives as being too cold may be just right to another person. You will be happier if you have some control over your "internal thermostat" by using layers.

8. Trainings involve active participation. We learn from each other and we learn by doing. There are opportunities to share ideas, work in small groups, and participate in activities. There are also times to reflect on your own practice and professional growth.

3. Be on time. Trainings start and end on time and attending the entire training is essential in order to receive full credit. Missing an important portion of the training could result in receiving an "Incomplete".

6. Remember to sign in and sign out. To document your attendance, you will sign in and out each day you attend training. This is essential in order to verify that you meet Foundation and ongoing education requirements. Documentation of your completed trainings are kept in PDS Online on your transcript.



10. Have some fun! Participants often find trainings to be enjoyable and a great way to meet others who do this work.