

## Tips for Training State Staff

- Be sure to conduct a very thorough orientation for all new state staff. While they need to understand state and federal policies and procedures, they also need to have a strong orientation to the adult education field. We highly recommend that all new state staff (1) complete this online orientation course and (2) attend the DAEL New Directors' Orientation Workshop. While the DAEL orientation is designed for new state directors, state staff will also benefit greatly from their participation.
- The NAEPDC website contains a list of state staff members by state and by job function. Encourage your staff to contact their colleagues with similar job responsibilities in other states.
- NAEPDC offers an annual pre-conference at the Commission on Adult Basic Education (COABE) conference. This all-day workshop is designed specifically for state staff members. Encourage your staff to participate.
- Invite various staff members to join in the bi-monthly Shop Talk conference calls conducted by DAEL and your area coordinator.
- Whenever possible, invite state staff members to attend the DAEL State Directors' Meeting, NAEPDC's annual National Training Institute, and other national conferences and meetings.
- Initiate an exchange program between state staff members of neighboring states.
- Encourage state staff members to participate on NAEPDC's State Staff Workgroup.