

II. Program Administration Section
700. Regional Trainings, Workshops, Collaborative Meetings and Conferences

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701. General Information

Contractors are required to obtain prior approval before finalizing any arrangements for trainings, workshops, Regional Collaborative meetings and/or conferences funded through *Regional Network* contracts.

702. Prior Approvals for Trainings, Workshops, Collaborative Meetings and/or Conferences

For any training not fulfilling the skills-based training or PA training requirement, as well as for regionally developed workshops, and/or conferences, send approval requests to the assigned PM via e-mail well in advance (1 month minimum) of the proposed event. Include the following information:

- Proposed location
- Estimated costs
- Proposed date(s) and hours
- Draft agenda
- Training, Workshop, and/or Conference Objectives
- Suggested instructor(s) or speaker(s)
- List of suggested instructional/educational materials
- Target audience and projected number of attendees
- Publicity planned (if any)

The [Regional Training Manual](#) can serve as a resource to help *Regional Networks* ensure that training development is purposeful, addresses regional needs and partner priorities, and capitalizes on new opportunities within the local nutrition and physical activity community. The information and tools within this *Training Manual* can help *Regional Network* staff:

- Identify and apply characteristics of effective trainers
- Develop effective training plans that help ensure consistent, high-quality, skill-based training
- Identify and apply evaluation strategies that help ensure consistent, high-quality, skill-based training

- Increase the likelihood that participants will use skills taught during training sessions through the use of adult learning strategies, active learning, and group facilitation
- Identify additional resources to help further develop training knowledge and skills

703. Skills-Based Trainings

For the *Regional Network* skills-based trainings, contractors are required to complete and to submit the Training Evaluation Plan; this plan is also required for the skills-based physical activity integration trainings. (Objective 3 Regional Coordination & Training, Activity 3 and Objective 6 Regional Coordination & Training, Activity 1)

In addition to the requirements as described in the Training Evaluation Plan, the following items must be met in order for a training to be counted as meeting the SOW deliverable:

- Skills-based and not merely informational in nature; the training must be designed to increase the skill level of attendees.
- Time Requirements
 - Regional skills-based training (Objective 3 Activity 3) - three to eight hours in length.
 - PA skills-based training (Objective 6 Activity 1) – minimum of two hours to at least 15 participants.
- Training and materials comply with USDA SNAP-Ed funding requirements, CDPH guidance and *Network* Branding Guidelines.
- Uses the required training evaluation.
- Completes the required post-training follow-up evaluation.
- Is responsive to regionally identified needs (e.g., as per the regional training needs assessment) or advances regional nutrition education initiatives
- The priority audience is *Network*-funded projects.

The assigned PM and State *Network* Physical Activity Integration Lead will provide any additional direction to the contractor that may be required.

This provision does not apply to necessary *Regional Network* staff meetings or training sessions held for the staff of the contract or subcontracts to conduct routine business matters.