



Check List:

What to do BEFORE and AFTER NEWT sessions

BEFORE the session:

- Complete Registration Form** – be sure to include a phone number that you or your staff can use during the training.
- Secure a room with Video Conference equipment** (at your agency or other local agency of your choice).
- Get a copy of each of the brochures or other materials** listed for the session.
- Print out copies of State-provided NEWT handouts.**
- Schedule time immediately following NEWT sessions for staff to talk with supervisors** about what they learned earlier in the morning and to ask specific your agency's procedures.

AFTER the session:

- Complete the NEWT online evaluation within 1 week after the *last* scheduled session**; in other words:
 - ◆ **If you or your staff take only Session 1:**
Complete the evaluation within 1 week after you take Session 1.
 - ◆ **If you or your staff also take Sessions 2, 3, and 4:**
Wait until you complete ALL sessions (1, 2, 3, and 4); then complete the evaluation within 1 week after you take the last session.

(Supervisors: We will also ask you to complete a second short evaluation about 4-6 weeks later.)