YES ONBOARDING TRAINING CHECKLIST

TOTAL DURATION: 30 HOURS

1. INTRODUCTION TO YES FOR EARLY SUCCESS (1 HOUR)

Vision and Mission

- Overview and discussion of the cooperative's vision and mission (30 minutes)

- Reflection activity (30 minutes)

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2. ADP WORK MARKET PAYROLL SYSTEM (1.5 HOURS)

Introduction to ADP Work Market

- Account creation and system navigation (30 minutes)

- Tutorial on payroll management, timesheet submissions, and accessing payment information (1 hour)

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3. 2024-2025 ECEAP PERFORMANCE STANDARDS AND WAC CROSSWALK (5 HOURS)

Understanding ECEAP Performance Standards (3 hours)

- Detailed review of standards (1.5 hours)
- Workshops on implementing ECEAP standards (1.5 hours)

Crosswalk of ECEAP Standards and Washington Administrative Code (2 hours)

- Review and comparative analysis (1.5 hours)
- Discussion and Q&A (30 minutes)

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4. YES FOR EARLY SUCCESS COOPERATIVE SEVEN PRINCIPLES (2.5 HOURS)

Introduction to Cooperative Identity (30 minutes)

- Cooperative Identity Statement (15 minutes)
  - Introduce the cooperative identity statement
- Discussion (5 minutes)

- Cooperative Values (30 minutes)
  - Overview of Cooperative Values (15 minutes)
  - Ethical Values: honesty, openness, social responsibility, and caring for others

Values in Action (1 hour)

- Case Studies

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Cooperative Principles (1.5 hours)

- Strategic planning exercises (1.5 hours)
- Integration into Daily Practices (30 minutes)
- Ethics training and scenario practices (1 hour)

- Cooperative Executive Board Members and Coop Membership
- Robert Rules of Orders

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5. LIBERATORY DESIGN (3 HOURS)

Introduction to Liberatory Design Principles (1 hour)

- Overview of principles (1 hour)

- Implementation in Day-to-Day Operations (2 hours)
  - Design challenges and practical application discussions

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6. CHART OF ORGANIZATION (2.5 HOURS)

Understanding the Organizational Structure (1.5 hours)

- Review and role-playing of organizational roles (1 hour)
- Q&A session (30 minutes)

Integration into Daily Practices (1 hour)

- Scenario-based exercises (1 hour)

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7. UNDERSTANDING TECHNOLOGY (5 HOURS)

DCYF ELMS System Implementation (2 hours)

- Training on DCYF ELMS (1 hour)
- Practical exercises (1 hour)

Teaching Strategies GOLD (3 hours)

- Overview and training (1.5 hours)
- Preparation for Inter-Reliability Testing (1 hour)
- Routine Documentation and Checkpoints (30 minutes)

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8. PARENT TEACHER CONFERENCE AND COMMUNICATION (2 HOURS)

Parent-Teacher Conferences (2 hours)

- Training on conducting conferences (1 hour)
- Developing Parent/Teacher Goal Sheets (30 minutes)
- Uploading documentation into Google Classroom (30 minutes)

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