

## The ADA Trainer Leadership Network Online Train-the-Trainer Workshop

Open to residents of Region 2 (NY, NJ, Puerto Rico and the U.S. Virgin Islands), Region 3 (DE, DC, MD, PA, VA, WV), Region 4 (AL, FL, GA, KY, MS, NC, SC, TN, ), Region 5 (IL, IN, MI, MN, OH, WI), Region 6 (AR, LA, NM, OK, TX), Region 8 (CO, MT, ND, SD, UT, WY), Region 9 (AZ, CA, HI, NV, Pacific Basin), and Region 10 (AK, ID, OR, WA).

**Registration will close on Friday, *January 19, 2024*, and space is limited.** Confirmations will be sent prior to the start of the workshop. If we do not have space for you this time, your name will be added to our waitlist, and you will be notified before the next workshop cycle.

**\*\*Please register for the workshop only if you can commit the time. The live sessions, independent sessions, and homework average less than 3 hours per week for most participants. \*\***

**Currently, the workshop is offered only in English. Real time captioning is provided for the live sessions and all videos include captioning and/or a transcript.**

**If you require disability-related accommodations to participate in the event, please notify Lauren Kessler ([lk372@cornell.edu](mailto:lk372@cornell.edu)) at least 72 hours prior to the event.**

**Purpose:** The purpose of the train-the-trainer workshop is to teach you how to use a nationally vetted curriculum with employers, social service professionals, community organizations, municipalities, businesses, and individuals to improve their understanding and implementation the Americans with Disabilities Act (ADA).

While you will learn about the ADA during the workshop, it is not an ADA training. Most of your learning about the Act, itself, will come from using the curriculum during and after the workshop. The expectation is that you will use the curriculum to educate others about the ADA to support its implementation at a local level. As a TLN member, you will be expected to submit reports of the trainings you do, so we know about your use of the curriculum. This will help us demonstrate the impact of the ADA Trainer Leadership Network!

**Requirements:** To receive a certificate of completion, you must complete all 7 sessions and all assignments and evaluations.

- **4 live web-based sessions** (Sessions 1, 3, 5, & 7), where you will have a chance to hear from and directly engage with the instructors and other participants. **These sessions are not archived, and there are no “make up sessions”**. If you miss a session, you will not be sent the log in for the remaining sessions and will need to register for the full workshop when it is offered again. Currently, the online workshop is scheduled to be offered once each program year. Note: **The 2025 workshop will be offered in Spanish only.**
- **3 independent sessions** (Sessions 2, 4, & 6), which you will complete on your own in a web-based learning platform called Moodle. For the best learning experience, independent sessions should be completed prior to the next live session, as each session builds on the sessions before. There are brief assignments in each session.\*
- **Uniquely YOU logo project**, which gives you an opportunity to think about the personal qualities, experiences, and expertise that you will bring to your role as an ADA Trainer. You will be emailed instructions for the project, which can be completed without supplies, or using items you already have. You do not need to shop or to purchase anything for the assignment!

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**\*You are strongly encouraged to complete each independent session prior to the next live session. Attendance at the live sessions is required and all independent sessions and assignments, including the uniquely YOU project are due no later than one (1) week after the last day of the workshop. No exceptions!**

**Accessing Workshop Materials:** During the online workshop, all live sessions will be delivered via Zoom. **Each week you will receive an email with the log in information for that week's session; the log in information is *different* each week!** All independent sessions will be completed in Moodle. The documents referred to in the session slides can be found in the Moodle Library. You will also find the facilitator guides for the TLN Curriculum in the Moodle Library. You will have access to the full curriculum, including the PowerPoint slides for each module in the TLN Curriculum, **after** you have completed the workshop and submitted required assignments.

**Accessing the full TLN Curriculum:** Once we have confirmed your completion of all program requirements, you will be assigned a password that will enable you to access the TLN web portal. There you will find the PowerPoint slides, facilitator guides, video clips, and all materials needed to plan and provide training in your local community.

**In addition to the Train-the-Trainer Workshop, there is a Pre-Session and a Post-Session. These are optional sessions, but attendance is strongly encouraged. The Pre-session will be on Friday, January 26, 2023, and the Post-Session will be on Friday, March 8, 2023. Both sessions will be from 2-3:30PM New York Time.**

Sessions 1, 3, 5, & 7 (live) of the Train-the-Trainer Workshop will be from 2-3:30 PM New York Time.

## Schedule for the February 2024 Workshop

**A brief evaluation must be completed after each of the 7 sessions.**

Activity	Date/Time	Platform	Comments
<b>Session 1 - Live!</b>	Friday, February 2, 2024 2-3:30 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.

Activity	Date/Time	Platform	Comments
<b>Session 2</b>	On your own	Moodle	Complete before session 3
<b>Session 3 - Live!</b>	Friday, February 9, 2024 2-3:30 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
<b>Session 4</b>	On your own	Moodle	Complete before session 5
<b>Session 5 - Live!</b>	Friday, February 16, 2023 2-3:30 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
<b>Session 6</b>	On your own	Moodle	Complete before session 7
<b>Uniquely YOU Project</b>	On your own	Use art supplies, other materials (or your voice, or your computer, etc.). <b>Send picture <i>and</i> written summary of project to Lauren</b> <a href="mailto:lk372@cornell.edu">lk372@cornell.edu</a>	<b>Due Wednesday, February 21</b>
<b>Session 7 - Live!</b>	Friday, February 23, 2024 2-3:30PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
<b>Last Day to Turn in Work!</b>	Friday, March 1, 2024	N/A	<b>No Exceptions!</b> Thanks for understanding.