

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

SAVE THIS DOCUMENT!

IT HAS INFORMATION YOU WILL NEED BEFORE, DURING, AND AFTER THE WORKSHOP.

The 2025 online workshop is open to **Spanish-speaking professionals serving Spanish-speaking communities** in Region 2 (NY, NJ, Puerto Rico and the U.S. Virgin Islands), Region 3 (DE, DC, MD, PA, VA, WV), Region 6 (AR, LA, NM, OK, TX), and Region 9 (AZ, CA, HI, NV, Pacific Basin).

Registration will close on Thursday, April 17, 2025, 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, which will be in English.

****Please register for the workshop only if you can commit the time. The live sessions, independent sessions, and homework average less than 3.5 hours per week for most participants. ****

The 2025 workshop will be offered in Spanish only. Real time captioning is provided for the live sessions and all videos include a transcript.

If you require disability-related accommodations to participate, please notify Lauren Kessler (lk372@cornell.edu) no later than Monday, April 21, 2025.

Purpose: The purpose of the train-the-trainer workshop is to teach you how to use a nationally vetted curriculum to help employers, social service professionals, community organizations, municipalities, businesses, and individuals understand their rights and responsibilities under 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 law, itself, will come from using the curriculum during and after the workshop. Our 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 submit reports of the trainings you do, so we know about your use of the curriculum. This will help show the impact of the ADA Trainer Leadership Network!

Requirements: To receive a certificate of completion, you must attend the Pre-session and the 7 workshop sessions, and all assignments.

- **5 live web-based sessions** (Pre-session and Sessions 1, 3, 5, & 7), where you will have a chance to hear from and interact 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 2026 workshop will be offered in English only.**
- **3 independent sessions** (Sessions 2, 4, & 6), which you will complete on your own on the ADA Trainer Leadership Network website also known as the [TLN Portal](#). For the best learning experience, each 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.* At the end of each session, you will take a short quiz to help you check your understanding of information from the session.

- **Uniquely YOU project**, which gives you a chance to think about 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!

***You must 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 on 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 on the TLN Portal. The documents mentioned in the session slides can be found on the TLN Portal. You will also find the facilitator guides for the TLN Curriculum on the TLN Portal. 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 give you access to the Trainer Dashboard on the TLN 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 required Pre-Session and an optional Post-Session. The Pre-session will be on Thursday, April 24, 2025, and the Post-Session will be on Thursday, May 29, 2025. Both sessions will be from 1-3PM New York Time.

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

Schedule for the May 2025 Workshop

A short quiz must be completed after each of the 7 sessions.

Activity	Date/Time	Where	Comments
REQUIRED Pre-Session - Live!	Thursday, April 24, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
Session 1 - Live!	Thursday, May 1, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
Session 2	On your own	TLN Portal	Complete before session 3

Activity	Date/Time	Where	Comments
Session 3 - Live!	Thursday, May 8, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
Session 4	On your own	TLN Portal	Complete before session 5
Session 5 - Live!	Thursday, May 15, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
Session 6	On your own	TLN Portal	Complete before session 7
Uniquely YOU Project	On your own	Use art supplies, other materials (or your voice, or your computer, etc.). Send picture <i>and</i> written summary of project to Lauren (lk372@cornell.edu)	Due Tuesday, May 20, 2025
Session 7 - Live!	Thursday, May 22, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session; and complete the evaluation after the session.
OPTIONAL: Post-Session - Live!	Thursday, May 29, 2025 1-3 PM New York Time	Zoom	Check your email for log in information for the session.
Last Day to Turn in Work!	Thursday, May 29, 2025	N/A	No Exceptions! Thanks for understanding.