

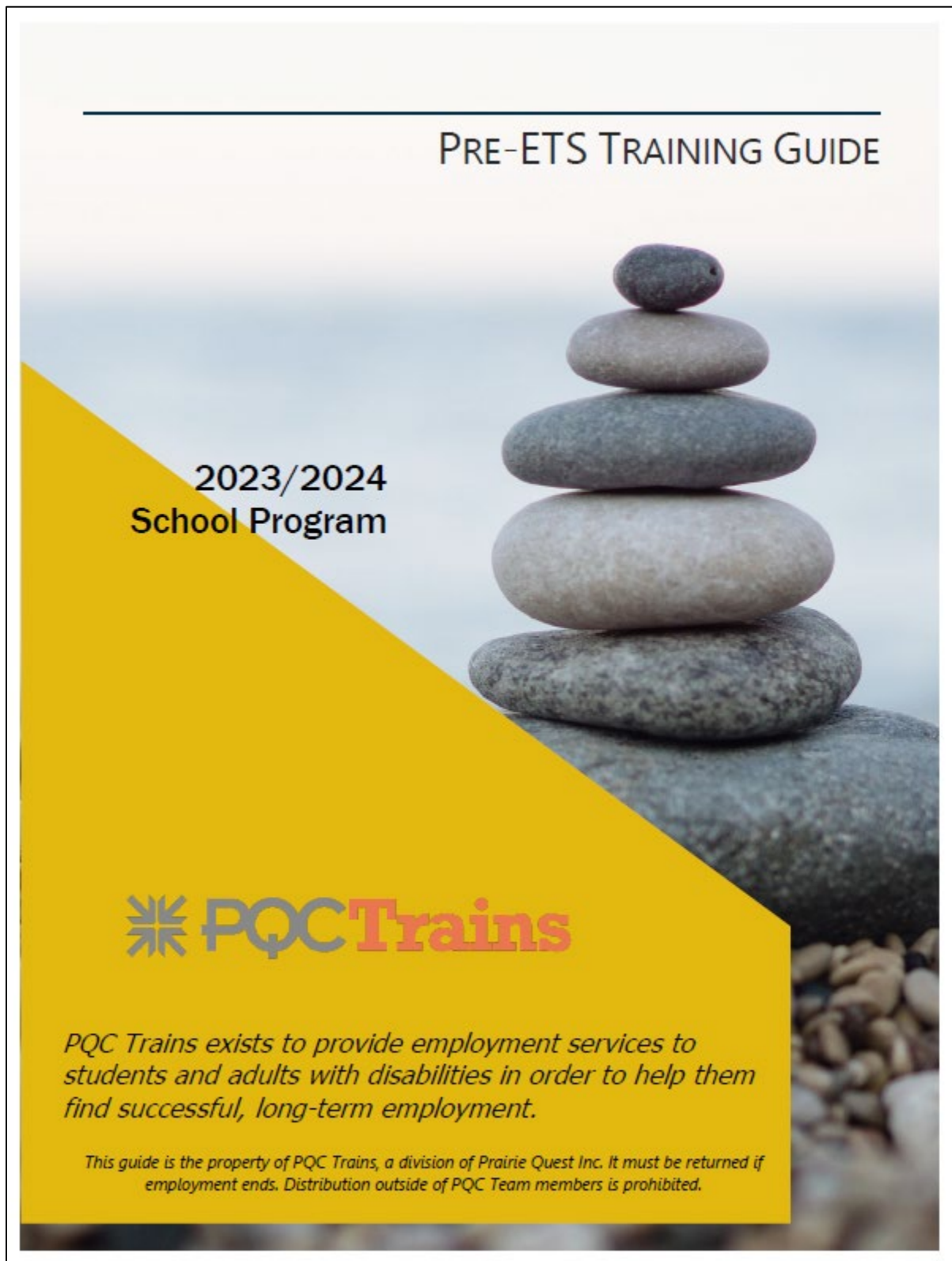
Attachment 7: Sample Job Coach Training Documentation


PQC Pre-ETS Job Coach Training Orientation/Onboarding Outline

1. Orientation Activities
 - a. Introduction to PQC
 - i. Company Vision; Who's Who; PQC Divisions; staff roles
 - ii. ADP procedures (automatic lunch deduction)
 - iii. PQC Handbook
 - iv. Contact information
 - b. Learning Management System (LMS) Modules
 - i. Module 0 – How to Use PQC's LMS
 - ii. Module 1 – General/Administrative Information
 - iii. Module 2 – Pre-ETS Program Basics
 - iv. Module 3 – Working with Students
 - v. Module 4 – Detailing Pre-ETS Activities
2. Vocational Rehab & Pre-ETS
3. Understanding the Pre-ETS Program
 - a. Schools & communities we serve
 - b. Contact information
4. Google Education
 - a. Using your laptop
 - b. Google Drive, Email, Hangouts
 - c. Google Tools for Special Needs (see video)
 - d. LinkedIn Training Videos on Google Documents
5. Being a Pre-ETS Job Coach – How to do your job
 - a. New student enrollment
 - i. Paperwork, processes, & documentation
 - ii. Creating a plan / goal for the student
 - iii. Outreach to parents & teachers
 - iv. Working one-on-one or with a group
 - v. Student schedules & availability
 - b. Understanding the PQC Cloud
 - c. Documentation Requirements
 - i. Student
 - ii. Daily
 - iii. Weekly
 - iv. Monthly
 - d. Using the Pre-ETS Portal
 - i. Entering case notes
 - ii. Pulling reports and information
 - e. Understanding Billing
 - i. PQC requirements
 - ii. IN-VR billing requirements
 - f. Being a Job Coach

6. Curriculum and ULS
 - a. Materials provided – hard copy & online
 - b. Using the ULS Curriculum
 - c. Ideas for teaching ULS curriculum
 - d. Differentiated Teaching
 - i. Teaching to different levels of students and understanding curriculum
 - ii. Classroom activities, teaching techniques, icebreakers, games & activities
7. Pre-ETS 5 Core Services – How to provide core services in addition to ULS
 - a. Job Exploration Counseling
 - b. Work-Based Learning Experiences
 - c. Counseling in Post-Secondary Educational Programs
 - d. Workplace Readiness
 - e. Self-Advocacy
8. Student Transition Portfolio
9. Financial Management for Students
 - a. Hands-On Banking from Wells Fargo
10. Classroom Management & Teaching Techniques
11. Websites & Resources for Providing Pre-ETS
12. Community Resources

Pre-ETS Training Guide Excerpt: Introductory Pages



PQC Trains	
Pre-ETS Resource Guide	
	
<p>This is a resource guide for PQC Trains job coaches and employment specialists.</p> <p>The materials that are in this guide were created by PQC Trains leadership. We all hope this will guide your experience and add to your success when working with students assigned to our team.</p> <p>As we've developed our Pre-Employment Transition Services (Pre-ETS) program over the past 6 years, we've worked to find ways to collaborate between schools, Vocational Rehabilitation (VR), students, families, employers and other partners. The key to this model is being outcome driven. Over this last year, we've worked to increase the number of students participating in competitive integrated work-based learning experiences (paid employment) prior to their high school exit. We have also worked to align Individualized Educational Plan (IEP) goals with our programming. We know we must have engagement with family as they are a critical source of support to the student. Finally, we know we need to engage every student at an individual level so that we don't create pipelines to employment based on stereotypes or barriers set by others.</p> <p>When working with the Teacher of Record (TOR) or parent, it's important to remind them that the key to employment outcomes is practicing and improving workplace skills, exploring postsecondary training, and increasing student understanding of "working" so they do not flounder, or worse, fail at their first employment or training after leaving high school.</p> <p>As our CEO, Stacey Smith, has said so often at team meetings, it's important not to forget:</p> <p><i>"You are making a difference in the life of every student, and we are charged with helping them define and obtain goals for their future. They deserve only the best."</i></p> <p>PQC Trains Training Guide</p> <p>Revision Number: 2023-1</p> <p>Revision Date: 09/01/2023</p> <p>Guide #:</p> <p>Assigned To:</p>	
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PQC Trains
Pre-ETS Resource Guide

INTRODUCTION

PQC brings over a decade of experience in developing, implementing and running training programs across numerous industries. We believe that work gives life structure and meaning while fostering dignity and self-esteem. That's why we offer an individualized approach to help you succeed. From job seeking and training to continued support, we help individuals find competitive employment that puts money in their pockets, enriches their lives, and supports their communities. We work 1:1 with our clients (students) to provide them training and services.

PQC is approved to provide Pre-ETS in Indiana. We draw upon substantial experience providing transition services to students and employment services to adults. This list of schools that we provide services to can be found in Appendix F.

Pre-ETS is a specific set of services funded by VR and other adult service agencies for students with a disability who are still enrolled in school. The goal of Pre-ETS is not to get a student a job. Rather, it is meant to teach them about working and discovering their options.



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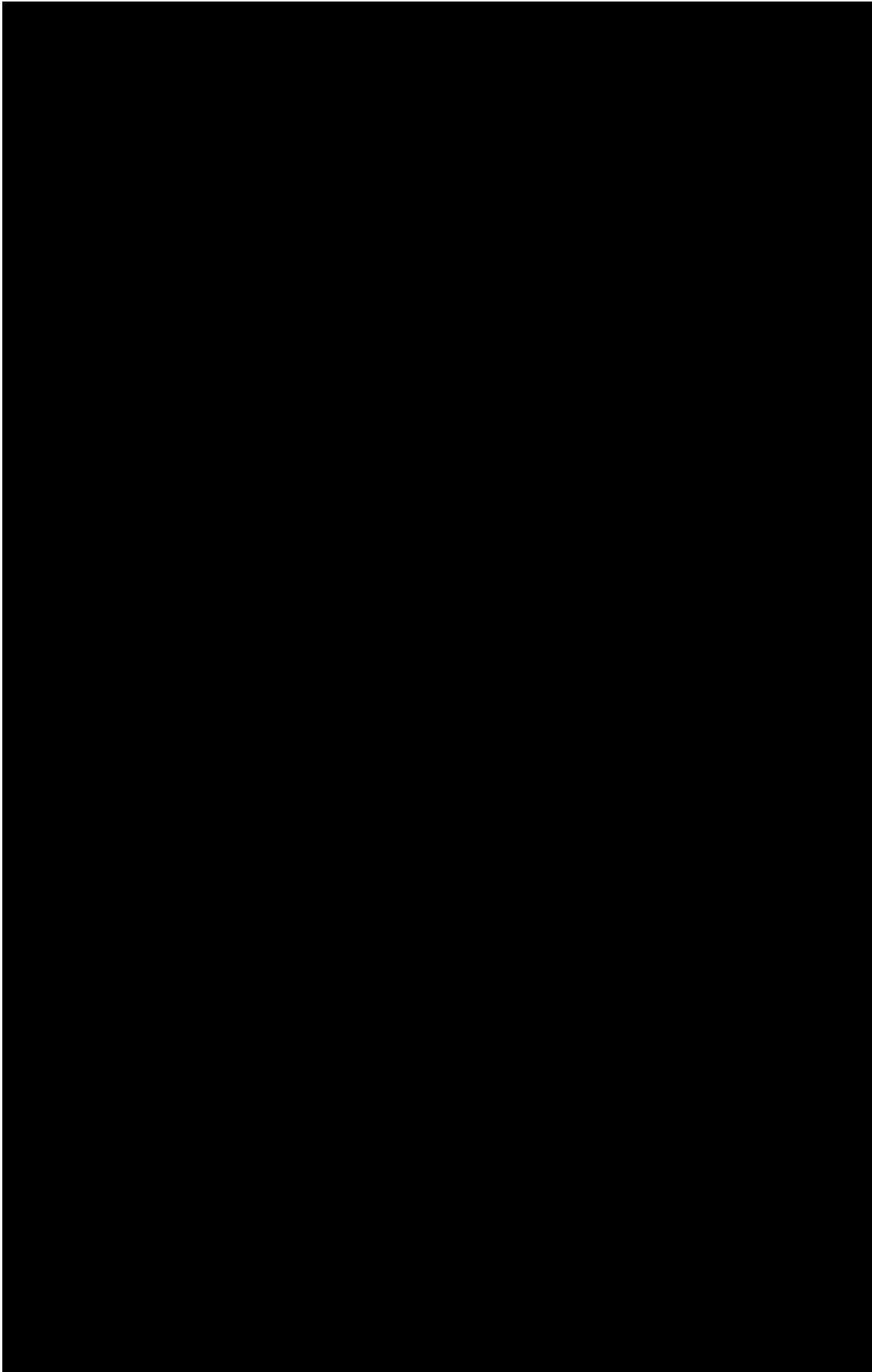
Sample List of Our LMS-Based Pre-ETS Job Coach Orientation Courses

- Module 0.0 - How to Use the LMS
- Module 0.1 - Finding Courses as a Learner
- Welcome to PQC
- Employee Handbook
- Using ADP: Pre-ETS and VR Timesheets
- Time Recording With Case Notes
- Customer Service
- Communication
- Recognizing Hidden Bias
- Sexual Harassment Prevention Training
- Confronting Workplace Bullying
- Module 1.4 - Timesheet Breakdown
- Module 1.6 - Where We Work
- Module 1.7 - JC Tasks: Daily, Weekly, Monthly
- Module 1.8 - Brand Yourself
- Module 2.1 - The Basics
- Module 2.2 - Case Notes
- Module 2.3 - Terminology
- Module 2.4 - Tips to Success
- Module 2.5 - Accommodations
- Module 2.7 - A Day in the Life
- Module 2.8 - Resources for Parents
- Module 2.9 - Resources for Job Coaches
- Module 3.1 - New/Returning Students
- Module 3.2 - The IEP/504 & Transition Plan
- Module 3.3 - Considerations When Working With Students
- Module 4.1 - Work-Based Learning
- Module 4.2 - Job Exploration
- Module 4.3 - Workplace Readiness
- Module 4.4 - Self-Advocacy
- Module 4.5 - Post-Secondary Education
- Disability Language & Etiquette Handout

PQC Trains Padlet Dashboard Samples

Master Padlet Dashboard

The screenshot on the following page depicts PQC Trains' Master Padlet Dashboard. This page provides easy and direct access to program documentation for our Pre-ETS Job Coaches (as well as our Vocational Rehabilitation Employment Specialists). From this space, our team members can quickly navigate to our Forms collections, Pre-ETS Category Materials, PQC-Developed Materials, County-by-County Neighborhood Mapping information, Employment Resources, our Cool Jobs exploration/informational series, and more.



PQC Trains Pre-ETS Forms Padlet Dashboard

The screenshot on the following page depicts PQC Trains' Pre-ETS Forms Padlet Dashboard. This page serves as a repository allowing our Job Coaches quick access to our Pre-ETS program forms (e.g., intake form, consent form, rubrics, case notes, work-based learning plans, etc.) and related documents.

