

Inclusion New Hire Training Agenda

Name: _____ Date: _____

The above listed staff received NWSRA General Policies & Procedures in addition to inclusion training on the following:

- ✓ **Inclusion Policies and Procedures** - Handout
 - Inclusion policies quiz – Collect
 - Inclusion Aide Job Description and Evaluation – Handout
 - Inclusion Staff On-Site Checklist – Handout

- ✓ **Communication**
 - Boardmaker and schedules

- ✓ **Programming**
 - Active Inclusion – Handout
 - Program Adaptations – Handout
 - Encouraging Words – Handout

- ✓ **Behavior Management**
 - Review behavior management
 - Behavior plans
 - I spy a behavior – Handout
 - Problem-accommodation cheat sheet – Handout

- ✓ **Empathy**
 - Like me – Handout
 - 10 things – Handout

- ✓ **Payroll ADP- Helpful Hints** – Handout

- ✓ **Guide to Successful Inclusion** – Handout

- ✓ **General Scenarios**

- ✓ **Assignment**
 - Assignment sheet – one copy to staff and one copy signed by staff collected
 - Snapshot and participant information sheet
 - Disability Sheet

- ✓ **OTHER** _____

Staff Signature _____

Trainer Signature _____

Please file completed form in employee file