Designing a Technical Assistance (TA) Professional Event

This document is a tool intended to support Technical Assistance Professionals in submitting their technical assistance sessions/visits with attendees/programs/providers. Technical assistance is tracked after the technical assistance sessions/events are completed, using the "TA Event" feature on the Wisconsin Registry Professional Development Approval System (PDASystem). This worksheet is for TA Professionals' use and is not intended to be submitted to the Wisconsin Registry.

The **Submitting My TA Professional Event** section guides TA Professionals in putting together the information needed to submit their TA Event in the Wisconsin Registry PDASystem. For full directions on submitting your TA Event, view the guide TA Professional Event Entry on our website.

Make sure to think through considerations for attendees using a diversity and inclusion lens. Attendees want to be able to relate to the TA Professional and TA Event content, build on their prior knowledge and experience, and take away new knowledge and understanding they can apply to their work. When a learner does not feel their needs are being met or are offended in some way, they are unable to achieve the outcome they are looking for from the technical assistance. For more information on using a diversity and inclusion lens, view the Training Considerations for Diversity & Inclusion guide on our website.

Please Note: TA Events are designed to have flexibility for the TA Professional to decide if they would like to enter a single TA Event which spans the entirety of their work with attendees or enter each TA session as a separate TA Event.

This can include all TA Professional session hours as a total. The TA Professional may keep their own records/log as the sessions continue.

Planning My TA Professional Event	
Needs Assessment – Review any needs assessment completed by the program or professional. What observation strategies and tools that are based on quality standards of the profession will you use to gather information? How will you identify strengths and opportunities for growth?	
Expectations and Commitments – Clearly lay out expectations and collaborative commitments prior to or at the very beginning of the TA Professional Event. What expectations and commitments will you lay out?	

Goal Setting – Use formal and informal assessment data to inform goal setting related to the individual or program needs. Goals should be small and important to the program or professional so they are achievable. Consider the following when setting the goal(s): • What does the program or professional want to have happen? • What S.M.A.R.T.I.E. goals can be created in partnership with the program or professional? (Specific, Measurable, Attainable, Realistic, Time-bound, Inclusive, Equitable) • What would an Action Plan entail? • What is a reasonable timeline to create change? • How will the goals be re-evaluated, and progress assessed?	
Reflection and Feedback – • How will you share successes? • How will you provide meaningful feedback? • How will you motivate the program or professional to continue? ○ Keep some helpful phrases handy *(Some Examples: "Let's give it a try," "Tell me more about…," "What can we do to make this practice easier to implement?," "What have you tried so far?" or "I observed…," It was great to see," "What do you thing would happen if..," "I noticed you do …. It was a perfect example of…")* • How will you use data or assessments to be objective when providing feedback? • What additional resources and supports could you provide? Is there an opportunity to model or go over the supports with the program or professional?	
Tools and Resources – Identify what tools and resources relevant to this event.	

Follow up to Note Changes or Improvements – How will you follow up with the program or professional post event?	
Communication to Build Relationship and Trust – What strategies will you use to build a trusting relationship with the program or professional? Consider the following factors: • Environment – are there any distractions or limited support? • Will the time of day or length of time of the TA Professional Event impact communication and building a trusting relationship? • How can I learn about the individual or program's experience or current knowledge on the topic?	

Preparing for My TA Professional Event

In-Person Delivery

Where is the location? What parking is available? What are the simplest directions to the building? Is public transportation available in the area? Is the building secure? If so, how will I and the attendees gain access?	
Who is the contact person? What is the best way to reach them? Will the contact person be available for assistance the day of the event?	

Know the building rules. • When can I access the room? • When do I need to leave the room by? • Is food or drink allowed? • Is there a specific entrance I and the attendees need to use? • What are the simplest directions to the room? • Do I need to make directional signs to help attendees locate the room?	
How will the tables and chairs be arranged in the room?	
Environment considerations… • Are there comfortable adult size chairs? • Is the room temperature comfortable? • Can the room temperature be adjusted? • Are there facial tissues available for use? • Do I need to dispose of the garbage after the event?	
Where is the bathroom(s) located and rooms for any other personal needs like breastfeeding?	
What supplies are need for attendees to complete the TA Professional Event? I.e., writing tools, sticky paper, post-it notes, fidget toys, printed handouts, etc.	

What technology is available for use? • Is there internet access? • If so, what is the Wi-Fi password? • If not, do you need internet to provide the TA Professional Event? Do you have a hotspot you can use? What do you need to bring yourself? • Computer • Adapters • Power cords • Surge protector and/or extension cord • Projector • Screen • Blue tooth speaker • Other?	
Are translation services needed, i.e., language translation, interpreter for sign language, etc.?	
Are there any health practice considerations for COVID?	
How much additional time will you need prior to the event to set up the room, your equipment, and test audio?	

Online Delivery	
Are you familiar with the online platform being used including breakout rooms, different views and features like closed caption, translation, or transcripts, etc.? Is there a need to record the TA Professional Event? If so, how do you record?	
Confirm the directions on how to access the online platform.	
Consider how attendance will be recorded, especially if multiple attendees use the same sign in link.	

Designing a TA Professional Event

If breaks are going to be provided, what is your policy for attendees to indicate they are back online? How will you communicate your policy to attendees?	
Can you share handouts prior to the TA Professional Event in case any attendees want to print and work from a hard copy? When will you share them with the attendees, i.e., 1 week before, 2 days before, etc.? Can you verify a correct email for the participant prior to the TA Professional Event?	
How can you provide additional support during the TA Professional Event? What is your plan for monitoring the chat box?	
How will you assist with technical difficulties? Are you responsible for supporting the attendees or is someone else available to provide support during the event? How will contact information for the individual providing technical support be shared with attendees prior to the event if there are difficulties?	
What virtual tools will be used to keep participants engaged, i.e., reactions, raising hands, breakout rooms, video, polls, etc.? How will you show the attendees how to use these features?	
How will you confirm sound, video, and screen sharing work in the online platform? Can you log in to the online platform early to test? If so, how early?	

Where will you be working from during the event? Do you have stable internet? What is in your background? Do you need to use a virtual background? Is there anything distracting in your background such as a moving ceiling fan or pets?	
What clothing attire is appropriate for you to wear for this audience?	
How will you share all policies and expectations at the beginning of or prior to the TA Professional event? • Do attendees need to be on camera? • What are your expectations for attendees that need to take a break to attend to personal needs? • Other?	

Submitting My TA Professional Event

Event Type – Determine the type of TA Professional Event: Mentoring, Consulting, Technical Advising, Coaching, or Pyramid Model Coaching.	
Event Title - What is the title of your TA Professional Event? Choose a title that is concise and reflects the topic of the TA Professional event. The title of the TA Professional Event will appear on a participant's Training page and Learning Record. *Do not include the attendee's name or organization's name in the Event title.*	
Start Date and **End Date –** What is the start and end date of your TA Professional Event. The TA Professional Event start date can be submitted on or after the first day of the event.	

Event Duration – How long will the event be? Event duration must be submitted in increments of 15 mins. *Start and End Times are Optional.*	
Topic – Determine the topic of the event. Options include Administration Practices, Child Observations, Coaching and Mentoring, Ethics, Family Engagement, Health and Wellness, Inclusive Practices, Language, Learning Environments, Learning Interactions, Organization Culture, Professionalism, Protective Factors, Reflective Practices, Social and Emotional Interactions, Social and Emotional Practices, Standards, and Teaching Practices.	
Content Areas - Determine what Wisconsin Early Childhood Core Competency aligns with your TA Professional Event. Determine the number of hours per content area in increments of 15 minutes. The hours can be in one content area or divided between more than one content area. The total content hours must equal the total hours entered for the event duration.	
TA Professional Notes – Do you have notes you want to add to the TA Professional Event? It is optional for the TA Professional to add notes about the specific TA Event.	
Event Documentation – Do you have any supporting documentation to add to the TA Professional Event? It is optional to upload supporting documentation and/or resources for participants of the TA Professional Event to access.	

After the TA Professional Event has been submitted, enter the attendees onto the Event Roster. Reference the support guide **Technical Assistance Event Attendance Verification** for additional information.

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