

# Statewide Training Academy

## Notice to Supervisors/Managers/Directors

To ensure that we offer the highest level of education and positive experience for your staff, please make sure the following are met by your staff prior, during and after Statewide Training Academy (STA):

- Staff have completed the pre-requisite trainings prior to advancing through STA (please reference each course listed for the pre-requisites)
- Agency will provide staff the necessary tools to engage with the learning offered through STA:
  - Computer with camera
  - Microphone and speaker
  - Reliable internet connection
  - Ability to “share” their sound and video-test this prior to attendance
  - Private work location free from distractions
  - Audio recording device
  - Printing of materials may be required
- Staff who are registered for courses must have their time dedicated to STA. Court, office meetings, etc. must be reassigned in order for the staff to be fully engaged. Failure to do so may result in staff having to re-start the course at a later date.
- Request for a variance from any of the above requirements must be submitted from the participant’s Supervisor to the Training Coordinator, Kelly Wheeler ([kelly.m.wheeler@state.mn.us](mailto:kelly.m.wheeler@state.mn.us)). Requests will be submitted to the STA Steering Committee for approval (i.e. participating via phone, full or partial absences).
- Some courses require homework that requires staff to devote further time outside the virtual classroom. This may include taped audio sessions between client and staff.
- Courses that require proficiency testing are included in the STA. In the event staff fail to meet the proficiency criteria, the STA Steering Committee will review to determine if the staff should be allowed to proceed with additional coaching or required to re-take the course (considerations: attendance, participation, timely homework submissions).