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**NEW DIRECTOR TRAINING/LEADERSHIP VS. MANAGEMENT**

**Day 1, Friday, April 4, 2025**

**1:00 pm Welcome & Introductions**

**1:15 pm Overview of CSAVR**

* Mission and Strategic Priorities
* Staff & duties
* Conferences & Monthly Membership Calls
* Regional representatives
* RehabNet
* Committees and responsibilities
* Professional Networks
* NET and TAP
* Website
* Newsletters
* *Where to go to learn more*

**2:00 pm Making the Job Yours**

* Strategies for creating your vison and support and excitement around it
* Key things to do in first month on the job
* Questions you should ask to acclimate to agency in first 30 days on the job
* Building your personal networks
* Building and maintaining partnerships
* Potential partners and their value
	+ SILCs and CILs
	+ LEAs
	+ SEAs
	+ CRPs
	+ AT Programs
* Peer Networking tips
* Managing the gray
* Taking reasonable risks
* Pitfalls to be avoided
* *Where to go to learn more*

**3:00 pm Break**

**3:15 pm Advocacy, Education & Building Public Awareness**

* Education vs. lobbying
* Effective strategies and tips for educating fed and state

Legislators

* Congressional District Offices and staff
* Opportunities to build legislative relationships
	+ NDEAM
	+ Newsletter contributions
	+ Providing feedback and suggestions on legislation
	+ Inviting staff to shadow a counselor and come to office events
* Key committees and players at federal level
* Tips and strategies for creating public awareness
	+ Storytelling
	+ Allowable outreach expenses
* Importance of branding and ways to do it
* *Where to go to learn more*

**4:00 pm RSA**

* Structure
	+ Commissioner and duties
	+ Key staff and duties
	+ State liaisons and duties
* Strategies for building good working relations with RSA
* State Plans
	+ Development
	+ Content
	+ Value to agency and customers
* Key reports
	+ Content
	+ Value to agency
	+ Due dates
* Monitoring
	+ Section 107
	+ Where to find existing reports
	+ Key content may wish to find
	+ Monitoring process summary
	+ MTAG
* *Where to go to learn more*

**5:00 pm Adjourn No Later Than**

**Saturday, April 5, 2025**

**8:00 am Reconvene**

 **8:15 am WIOA, Rehabilitation Act, and accompanying Regulations**

* WIOA requirements and summary
	+ Required partnerships with core partners and their value
	+ State and local workforce boards and VR agency membership
* Rehabilitation Act of 1973 as amended and key sections
	+ DSA/DSU- State organizational structures
		- Non delegable duties
		- Tips for building relations with your DSA
		- 90/10 rule
	+ State plans
	+ VR service delivery process
	+ Key requirements
		- Eligibility
		- Plan development
		- Vendors and rate setting
		- Informed choice
		- Plan
		- Appeals
		- Closure
		- Pre-ETS
		- Common Performance Measures
		- Order of Selection
		- Dual customers
		- CIE
		- Key duties that only staff on agency payroll may perform
		- SRC membership and building working relationship
		- Vendors
			* Rate setting
			* Importance
			* Strategies for building working relationships
* Customer service vs. Compliance
* Case Management Systems
* *Where to go to learn more*

**10:15 am Break**

**10:30 am WIOA etc. continued**

**12:00 pm Lunch**

**1:00 pm All Things Fiscal**

* Various funding streams and requirements
	+ 2 CFR 200 (Allowable Costs/ EDGAR)
	+ Formula grants
	+ Match (including third party)
	+ Maintenance of Effort (MOE)
	+ Period of Performance
	+ Carryover
	+ Reallotment
	+ Program income
	+ Supported employment stream
	+ Pre-ETS set aside
	+ Federal Reporting Requirements (RSA- 17 and SF 425)
* BABBA
* Prior Approval
* Establishment Authority
* Third Party Match
	+ From state and local government
	+ Business
* Indirect Cost
	+ Plan cognizant agency
* Cost Allocation
* Rate Setting Strategies
* Least cost
* Single audit
* Contracting
* *Where to learn more*

**4:30 pm Wrap Up**

* Final thoughts from Two Days
* What do people want to learn more about?

**5:00 pm Adjourn No Later Than**

**DRAFT 2/2025**