



VFN CC TRAINING PROCEDURE

Preparing/Distributing the Announcement

1. One week prior to the date of the training, the Presenter will provide details of the training to the EC Training Coordinator who will prepare the training announcement.
2. EC Training Coordinator will contact Cindy Graunke to schedule the training on Zoom, to include the option for video and audio recording, and to provide the coordinator with the link to include in the training announcement.
3. EC Training Coordinator will prepare and forward the completed announcement to the EC Chair for review.
4. EC Training Coordinator will update the VFN calendar with the training information including the Zoom link.
5. EC Chair will send out the training announcement via FEDHub
6. EC Chair will send out the “Reminder of Training” announcement via FEDHub

Receiving Responses

1. Participants will be encouraged to register. The EC Training Coordinator will acknowledge each registration.

Training Session

1. The training session will be introduced by the EC Chair
2. The first slide will be standard and will include the title and presenter of the training.
3. During the session, the Training Coordinator will note the number of attendees.
4. At the conclusion of the presentation, the final slide before asking for questions, will be one identifying the members of the EC team.
5. The last slide will identify the location of past training documentation and the upcoming schedule of future training.
6. At the end of the session, the EC Chair and VFN President will be invited to make remarks.

Post Training

1. If applicable, the presenter provides any presentation program material to the EC Secretary for posting on the EC website, preferably within 48 hours.
2. EC Training Coordinator monitors the email COMMUNICATIONS@VANARFE.ORG including forwarding queries to appropriate parties and responding to the sender.