

Advanced Learning Program Series

Program Overview

Participant Guide

Goodwill of Central and Northern Arizona

Welcome to the Advanced Learning Program Overview training. This guide covers an at a glance look at the Advanced Learning Program series.

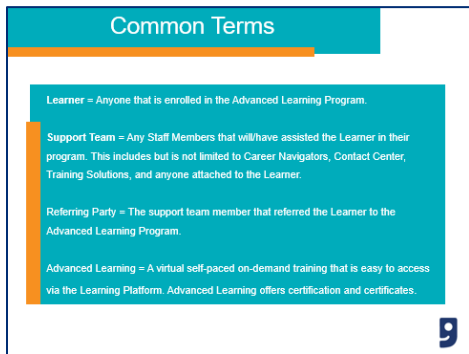
The enrollment process for the Advanced Learning Program consists of five steps:

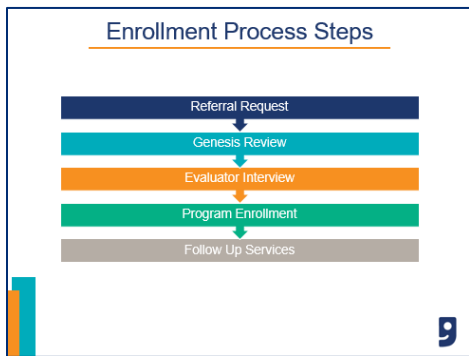
- Referral Request
- Genesis Review
- Evaluator Interview
- Program Enrollment
- Follow Up Services



Slide Deck







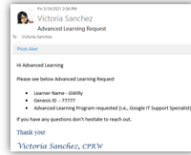


Program Overview

Step 1 – Referral Request

1. Email referral request is sent by referring party. The email should include:

- Subject: Advanced Learning Request
- Learner Name
- Genesis ID
- Advanced Learning program requested



2. The referring party also creates a Referral Activity in Genesis.

3. The Referral request is reviewed and the case notes are evaluated.

4. A referral status email is sent to the referring party.

The timeframe to complete this process is 2 business days.



Step 2 – Genesis Review



Look for and review:

- Required enrollment documents
- Resume
- Signed Digital Literacy (Northstar) Certificate
- Microsoft Office Technology Requirements Form (if relevant)



The timeframe to complete this process is 2 business days.

Check the Knowledge Base within the GCNA Library for the most current updates.



Step 3 – Evaluator Interview

Scheduling, preparing, and completing Evaluator Interview.

Discussing program details and explaining completion extension, if relevant.

Strategizing employment goals.

Ensuring all Genesis documentation is updated.

Acknowledging you will support Learner throughout program.

Usually completed within 2 to 3 business days; deadline is two weeks from Genesis Review completion.



Step 4 – Program Enrollment

- 1. Enrolling Learner in **Advanced Learning Program** of their **choice**
- 2. Adding documentation to Learner's Genesis profile.
- 3. Sending email to Learner with enrollment details
- 4. Sending email confirmation to referring party

Recommended timeframe to complete this process is 2 business days.





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Step 5 – Follow Up Services

Follow Up Services include:

- Sending monthly email to Learner
 - CC referring party
- Documenting all emails in Genesis under a Follow Up Activity note
 - Include timestamp and conversation details



The recommended timeframe to complete this step is every 30 days.



Training Review

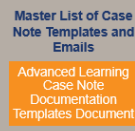
Today we covered:

Here is the process at a glance.

1. Referral requests are completed and sent by the referring party.
2. The Learner's Genesis Profile is reviewed ensuring all required documentation has been uploaded and is completed.
3. An Evaluator Interview will be completed to discuss program specifics.
4. Learner is enrolled and an email is sent with enrollment details specific to the Advanced Learning Program.
5. Learner is moved into Follow Up Services.



Additional Resources



Always review the Knowledge Base within the GCNA Library for the most current updates.

If you need assistance, contact your manager or the Training Solutions Team at TrainingSolutions@goodwillaz.org.



Advanced Learning Program Series

Next Session – Step One: Referral Request





Additional Notes

Directions: Capture any additional notes regarding the training session below.

Follow Up Questions

Directions: Write down any questions you may have that you would like to follow up on at the end of the training session or the Advanced Learning Program Series.

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

Question: _____

Answer: _____

