

TAA Program Training Agenda

Training Event Details

Two-day session

9:00 a.m. to 4:00 p.m. CST

Training Site Address

[WIT Case Management Training Site.](#)

Training Events – Day 1

Introduction and Agenda Review

The instructor will welcome training participants and review the training agenda.

Training Participant Login

Participants will practice logging in to the WIT Training site.

TAA Eligible Worker Layoff List

Participants will practice accessing this form to confirm verified laid off workers.

TAA Program Application

Participants will practice creating a TAA program application to perform the required data entry.

TAA Eligibility Summary Ribbon

Participants will review this summary information which includes calculated deadlines for additional program services.

TAA Participation Ribbon

Participants will establish the customer's date of program participation to initiate program enrollment (service delivery).

TAA Program Enrollment

Participants will practice recording multiple service types to demonstrate the system's fund tracking capabilities. These include office services, training services, and support services.

Assessments in the Assessments Tab

Participants will discuss recording assessment results, such as TABE and CASAS, through the Assessments tab.

Comprehensive Objective Assessment

Participants will discuss creating this form to identify the customer's programmatic needs and barriers.

Individual Employment Plan (IEP)

Participants will practice entering goals and objectives to manage the scope of the individual's service delivery.

End of Day Review

The instructor will check participant understanding of the presented content.

Training Events – Day 2

Review Day 1 Content

Participants will begin day 2 with a high-level overview of the previous day's content.

TAA Waiver Entry Ribbon

Participants will practice submitting and managing training waivers on behalf of the program participant.

TAA Training Application

Participants will practice completing this form to seek training approval on behalf of the customer.

TAA Training Benchmarks Ribbon

Participants will practice completing this form to evaluate the customer's training performance.

Measurable Skills Gain (MSG) Ribbon

Participants will practice entering the individual's skill achievement and achievement type for federal reporting purposes.

Educational Functional Level (EFL) for Measurable Skills Gain (MSG) Ribbon

Participants will practice documenting the individual's assessment scores to gauge skills gain.

Manage TAA/TRA Program Benefit Payments

Participants will practice managing TAA cost allowances for program participants using this component.

TAA Closure Ribbon

Participants will ensure all services are closed, as well as IEP details, and practice creating the closure form to prepare for the eventual soft exit process.

TAA Exit/Outcome Ribbon

Participants will practice creating this form to create a hard exit.

End of Session Review

The instructor will check participant understanding of the presented content.

Conduct Training Survey

Participants will complete an online survey to provide training feedback.