



### 2023 New Grantee Onboarding Training Schedule

*Please note, all trainings offer a start time and estimated training time. However, training times are subject to change pending content needs. Any changes will be communicated via email to grantees prior to the training session. All session registration links are also available on the [Illinois Works Partner Guide](#).*

Session Title	Date	Start Time	Session Summary	Required Audience
Administrator Orientation <a href="#">Register</a>	1/10/2023	10:00 AM	<p>The goal of this program is to introduce grantees to the most pertinent and relevant aspects of the Illinois Works pre-apprentice program, next steps post the orientation, and the implementation timeline for 2022 funding year.</p> <p>Estimated training time: 3 hours</p>	Program administrators
Grantee Manual I <a href="#">Register</a>	1/19/2023	9:00 AM	<p>This training is the first installation of a three-part series that reviews each section of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program. This is the first of the three-part webinar series. During this webinar, we will cover the first three sections, which includes:</p> <p>Section 1: Introduction to Illinois Works            Section 2: Program Culture            Section 3: Partnerships, Provider Relationships, and Leveraged Resources</p> <p>Estimated training time: 3 hours</p>	<p>Program administrators, data entry coordinators, outreach and recruitment coordinators, wrap-around service coordinators, student support service coordinators, instructors, transition service coordinators</p> <p>Optional: partners/contractors</p>

<p>Illinois Works Reporting System I <a href="#">Register</a></p>	1/26/2023	10:00 AM	<p>This program provides program administrators with an IWRS demonstration and practice opportunity for the following functions:</p> <ul style="list-style-type: none"> <li>-Navigating the Main Page</li> <li>-File Uploads</li> <li>-Adding, Updating and Deleting Grantee Details</li> <li>-Adding Partner Information</li> <li>-Access Reports Tools</li> </ul> <p>Estimated training time: 3 hours</p> <p><b>*This is a technical training; attendees should expect to follow along in the Illinois Works Reporting System</b></p>	Program administrators
<p>Grantee Manual II <a href="#">Register</a></p>	2/2/2023	9:30 AM	<p>This training is the second and installation of this three-part series that reviews each section of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program. This webinar is a continuation of the series and will cover the following five sections:</p> <ul style="list-style-type: none"> <li>Section 4: Outreach and Recruitment</li> <li>Section 5: Program Application and Intake</li> <li>Section 6: Participant Wrap-Around Services and Student Support Services</li> <li>Section 7: Training, Instruction, and Certifications</li> <li>Section 8: Program Completion, Transition Services, and Follow-Up</li> </ul> <p>Estimated training time: 3 hours</p>	<p>Program administrators, data entry coordinators, outreach and recruitment coordinators, wrap-around service coordinators, student support service coordinators, instructors, transition service coordinators</p> <p>Optional: partners/contractors</p>

<p>Illinois Works Reporting System II <a href="#">Register</a></p>	2/14/2023	9:30 AM	<p>This program provides program administrators and general users with an IWRS demonstration and practice opportunity for the following functions:</p> <ul style="list-style-type: none"> <li>-Navigating the Main Page</li> <li>-Search and Add Participant Recruitment and Engagement Information</li> <li>-Search and Add Partner Engagement and Management Information</li> <li>-Add Participant Recruitment and Application Information</li> <li>-Add/Upload Intake Information</li> </ul> <p>Estimated training time: 3 hours</p> <p><b>*This is a technical training; attendees should expect to follow along in the Illinois Works Reporting System</b></p>	<p>Program administrators, data entry coordinators, outreach and recruitment coordinators, wrap-around service coordinators, student support service coordinators, instructors, transition service coordinators</p> <p>Optional: partners/contractors</p>
<p>Grantee Manual III <a href="#">Register</a></p>	2/16/2023	9:30 AM	<p>This training is the third and final installation of this three-part series that reviews each section of the 2023 Grantee Manual to ensure grantees can effectively implement their pre-apprenticeship program. This webinar is a continuation of the series and will cover the remaining six sections including:</p> <ul style="list-style-type: none"> <li>Section 9: Professional Development / Technical Assistance</li> <li>Section 10: Grantee's Data Management</li> <li>Section 11: Records and Reports</li> <li>Section 12: Using Data for Program Management and Continuous Improvement</li> <li>Section 13: Programmatic Monitoring</li> <li>Section 14: Audit Requirements</li> </ul> <p>Estimated training time: 3.5 hours</p>	<p>Program administrators, financial staff, data entry coordinators</p>
<p>Illinois Works Needs Assessment Questionnaire <a href="#">Register</a></p>	2/21/2023	9:30 AM	<p>This session was designed to assist new grantees with completing their Illinois Works Needs Assessment Questionnaire, designed to assist with determining their coaching needs or professional development recommendations.</p> <p>Estimated training time: 3 hours</p>	<p>Program administrators</p>

<p>Illinois Works Reporting System III <a href="#">Register</a></p>	<p>2/23/2023</p>	<p>9:30 AM</p>	<p>This program provides program administrators and general users with an IWRS demonstration and practice opportunity for the following functions:</p> <ul style="list-style-type: none"> <li>- Navigating the Training and Services tab</li> <li>- Start training services</li> <li>- Add and set up support services (Student Support and Transition Services)</li> <li>- Utilize the Bulk Attendance tool</li> <li>- Utilize the Individual Attendance tool</li> <li>- Add Post-assessment scores</li> <li>-Add Earned Credentials</li> </ul> <p>Estimated training time: 3 hours</p> <p><b>*This is a technical training; attendees should expect to follow along in the Illinois Works Reporting System</b></p>	<p>Program administrators, data entry coordinators, outreach and recruitment coordinators, wrap-around service coordinators, student support service coordinators, instructors, transition service coordinators</p> <p>Optional: partners/contractors</p>
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