

Dear _____:

Congratulations on your upcoming Phase I training of the FAST[®] program scheduled for _____ (date). I will be your Trainer throughout the upcoming cycle of FAST[®] at your school.

We are pleased that you think FAST[®] can effectively serve your community. We look forward to working with you to strengthen the partnership between families, schools, and the community. I look forward to supporting your team as they implement FAST[®] and supporting the FAST[®] administrator(s).

The following guidelines will help your training go smoothly. Please feel free to contact me if you have questions about the logistics of the FAST[®] training.

I. Facility:

The training site should include a room large enough for your whole team to sit at one large table (preferably at a conference table or a U-shaped hollow table). Please consider conducting the training at a neutral site, one at which no team member works.

You might want to invite any administrators or other stakeholders to the 2-hour FAST Program overview on the first morning of the Phase I training. This is an effective strategy to increase community buy-in to the program.

II. Meals:

Providing food depends on your funding. Coffee, tea, and pastries in the morning is a nice way to start the day. Team cohesion builds much faster when lunch is provided and teams can eat together without leaving the training site. Please let me know how you decide to handle the meals.

III. Materials and Supplies:

FAST program manuals, Quality Implementation Checklists (QIC) and evaluation materials will be mailed or emailed to you by the FAST Office. You should receive program manuals for up to ten team members participating in the training. If your site will be doing paper surveys, you will receive one set for each family who attends your FAST program. If your site is administering online surveys, the FAST Office will send you an email with all the required links to administer the survey. I will go over the survey process during the training. If you need additional surveys, contact the FAST Office as soon as possible and we will send you additional packets.

Additional materials that you will need to provide are those checked with X and include:

- ____ Registration table
- ____ Nametags and markers
- ____ Agency information
- ____ Laptop, projector, and screen
- ____ Speakers for the laptop

- ___ Flip chart if white board is not available
- ___ Large tables for training supplies (ideally, three tables)
- ___ Flag Materials (i.e., flag poles, flag bases, felt, bases, paint, feathers, etc.)
- ___ FAST® Training Materials that are sent to you – Feeling Charades cards, Scribbles, Special Play boxes/Middle School Board Game, etc.

Please let me know if you do not have any of these items available for the training.

IV. Agreements signed by each team member:

Prior to the start of Phase I training each team member must sign team member agreements, outlining their responsibilities. I will work with you to ensure that these are signed prior to the start of Phase I. Please remember, the entire team must be present for the Phase I training, or it will need to be re-scheduled.

V. Logistical information:

I will make reservations for a car rental/use my own car for all training sessions. Please provide me with the contact information for area hotels you recommend. I will need the address where the Phase I training is to occur, as well as directions from the hotel to the training site. Please also provide me with the address and directions to the school where the FAST® sessions will be held.

You will be the person responsible for coordinating your FAST® team's training details. You will be the contact person for the FAST® Office, possible guests, and replacement team members (if applicable).

A sample Phase I agenda is included for your information, but how the two-day training is structured and organized will depend on your community and the number of teams to be trained. This agenda is to serve as a guide and to give the content area of the training. While the Participant List needs to be returned to the FAST® Office, the other forms included in this letter are for your review only. They are included to give you an idea of which forms will be completed and what content will be covered at the Phase I Training.

If you have any questions or concerns, please feel free to contact me at any time by calling me at _____ or via email at _____.

Once again, thank you for the opportunity to support you and your team as you implement FAST.

Sincerely,
FAST® Trainer

*Enclosures: Phase I Participant List for FAST® (Fill out and return)
Phase I Training Sample Agenda (for review only)*