Site Coordinator’s Responsibilities

Before Training

✓ __Serve as a resource for WSU and trainers for pre-training planning
✓ __Identify panel members and content
✓ __Obtain name, SSN, and address information from panel members
  • Notify WSU if anyone will be accompanying the panel member (case manager, siblings, etc.)
✓ __Submit panel information to WSU at least one week prior to training
✓ __Assist with setting up the room

During Training

✓ __Provide a Welcome at the beginning of the training
  • Explain where the restrooms are, and share break & lunch procedures
✓ __Provide information about the community and share points of interest, restaurants, etc.
✓ __Be available during the training as a resource/reference (a director’s perspective and input is invaluable)
✓ __Provide support and feedback to the trainers
✓ __Greet panel members as they arrive
✓ __Give each panel member a name tag
✓ __Show panel members a place to relax and grab a drink
✓ __Lead panel discussion with list of questions
✓ __After panel, provide wrap up from discussion
  • Invite guests to join us for lunch
✓ __After training ends, visit with trainers and WSU staff to debrief