

Policy Bulletin

Department of Drug and Alcohol Programs

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Training Via Teleconference

Reference: Operations Manual, Part 10.01, General Training Requirements

DDAP Trainings may be offered off-site through the use of teleconferencing equipment. The idea of teleconferencing is not to expand the number of participants but to assist facilities in minimizing travel costs associated with training.

In order to keep some control and maintain a level of standardization over the trainings, the following guidelines have been established:

- 1) All courses will be facilitated; i.e., a trainer at one site who is simultaneously broadcasting live over the teleconference equipment to one or more sites. Pre-recorded trainings are not acceptable.
- 2) Training materials for satellite sites are the responsibility of the requestor.
- 3) There must be two-way communications between the training site and the satellite site(s). Participants at each location should have the ability to ask questions in real-time.
- 4) Courses presented via teleconferencing should be didactic in nature and not have any individual or group exercises.
- 5) The number of participants at each site and the total participants must be coordinated with the trainer. The total number of participants is limited to 30 per course; anything above this must be approved by the trainer.
- 6) Trainings will be entered into the Training Management System for the site where the trainer is physically located.
- 7) The on-site training request must state in the comments if teleconferencing will be used.

Courses not meeting the guidelines above will not be approved.