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