

ONLINE MODULES WINTER 2017/18 - SIGN UP NOW!

_____[**September 18-27, 2017**] **Essentials for Budgeting.** This course provides an overview of TRIO budgets and ways to effectively utilize your budget plan to accomplish project objectives. After a short review of TRIO program specific regulations and OMB Circulars governing costs, assignments and activities will focus on financial resources in a flexible, productive budget. Assignments include assistance with submitting a 17-18 revised budget, project objectives, institutional financial policies and procedures. Discussion posts with other course participants for exchange of ideas and networking opportunities.

_____[**November 6-15, 2017**] **Navigating the Rules, Regulations and Policies of Working on a Federal Grant.** Do you ask yourself, “Should I follow the OMB Uniform Guidance when it contradicts TRIO regulations? What are the OMB Uniform Guidance regulations? When do I need approval from my program specialist and when does the institution/agency have the authority to make decisions without approval?” If you answered yes, then this course is for you! Designed to assist both new and experienced TRIO professionals, this course helps navigate the hierarchy of legislation and regulations that govern federal grants and is designed to empower staff to know where to look when trying to obtain guidance when budgeting and making programmatic decisions.

_____[**November 27- December 06, 2017**] **Examining Bridging Program.** Upward Bound and Student Support Services programs have outcomes that their students enroll and graduate from a collegiate setting. Bridging programs are an excellent way to have your students start off right but how does that look like? This course will review the models for both pre-college and college. Partnerships will be discussed and regulations around bridging will be examined. Students should walk away with ways to enhance current bridge model or critically think about including a bridge program.

_____[**January 8-17, 2018**] **Career Counseling.** The aim of this course is to introduce access and success professionals to the sub specialty of career, vocational and lifestyle counseling. The course will focus on understanding the factors that influence vocational choice and explore how psychological knowledge can be used to help students (as well as the professional) plan appropriate careers. It will provide the students with an understanding of career development and occupational lifestyle planning.

_____[**January 22-31, 2018**] **Professional Ethics in an Access and Success Program.** This course is designed to provide an overview of ethical issues in higher education. Participants will

discover through workplace examples and program students how any dilemma or decision can be approached through an ethical framework. Participants will articulate and use individual ethical principles and relevant professional ethical standards to enhance personal and professional development.

____[**February 5-14, 2018**] **Creating a Policy and Procedure Manual.** Policies and procedures are designed to influence and determine decisions, actions, and activities that take place within the boundaries of a program. Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that a point of view held by the program and it is translated into steps that result in an outcome desired by the program and institution/agency. In this course, programs will receive a better understanding on how to create policy and procedures that make sense for their program.

_____[**February 19-28, 2018**] **Family Involvement.** Parents and families have the most direct and lasting impact on children's learning. When parents are involved, students achieve more, demonstrate more positive attitudes and behaviors and feel more comfortable. Families are crucial partners to the TRIO community. With all the conflicting priorities pulling for the time of families how to we get parents involved in our programs? This class focuses on techniques to promote parent involvement with telephone conversations, family groups, newsletters, notes, and workshops, teaching families how to ask for help, volunteering, and strategies to develop relationships of mutual trust with the families we serve.