



Staffing and Training

Staffing: Roles and responsibilities

Staffing and clear delegation of responsibilities are key to the successful launch and implementation of a LENA Grow program. One person may fulfill multiple roles, depending on site needs and capacity.

- **Program Manager:** This is the lead role for LENA Grow program planning and implementation. They are responsible for the program's success within the community by developing strategy and providing leadership. They are also the point person for materials and LENA technology support.
- **Coach:** Supports teachers and family child care providers using LENA data and a strengths-based approach.
- **Teachers/Family Child Care Providers:** With coach support, uses LENA data to increase interactions and enhance children's language development.
- **Center Director (if applicable):** Supports and builds enthusiasm with staff and participating families. Meets with the coach to discuss program progress.

Training summary

From planning calls to providing training and troubleshooting, the LENA Partner Success Team provides individualized, responsive support. Before training, self-study materials will introduce key concepts. Regularly scheduled meetings through the duration of the sequence will ensure program success.

- **Initial Planning Meeting** (45 minutes, web-based)
 - LENA program manager will work with a LENA Grow Implementation Specialist to begin the program launch process.
- **Implementation Training** (1.5 hours, web-based)
 - Participants will learn key program features and begin implementation planning and finalizing roles and responsibilities. Topics include staffing, goal-setting, and management of materials and technology.
- **Self-Study** (1.5 hours, web-based, to be completed asynchronously)
 - Get familiar with the research and technology behind LENA and the structure and content of the LENA Grow sequence by watching videos and reviewing the material.
- **Coach & Tech Training** (4 hours, web-based)
 - Participants will learn how to use LENA Grow data, technology, and resources to conduct a successful LENA Grow sequence. These sessions are offered on a rolling basis throughout the year for ease of scheduling and onboarding new coaches.
- **Ongoing Support**
 - Program managers and coaches will participate in support calls every other week to review program goals and data during the first LENA Grow sequence.

Who attends each training?

Time estimates for trainings will vary based on the needs of a program. The table below shows who attends each training by role, bearing in mind that if one person fills multiple roles then total training hours would be reduced.

	LENA Program Manager	Coach	Center Director (if applicable)
Initial Planning Meeting <i>(45 minutes)</i>			
Self-Study <i>(1.5 hours)</i>			<i>Optional</i>
Implementation Training <i>(1.5 hours)</i>			
Coach & Tech Training <i>(4 hours)</i>			
Total Training Hours	7.75	5.5	1.5

The LENA Grow Launch Plan will serve as your guide to the detailed steps involved in implementation.