The Coordinator's Companion & Turnkey Training Guidance

Practical tools for training, supporting, and developing Early Learning Specialists

Workbook Page 29

ParentChild+ | 2026

TODAY'S FOCUS

What we'll leave with

- Understand what the Coordinator's Companion is—and how to use it flexibly.
- Identify key expectations for ELS onboarding and initial training.
- Explore how the guide supports ongoing team learning, supervision, and coaching.
- Practice creating an engaging ELS training agenda.

Let’s start with what you already do

When you are planning training or supporting an ELS, where do you usually turn for ideas or guidance?

Today’s guide is another tool to help organize and strengthen that work.

So, what is the Coordinator’s Companion?

It is…

A collection of tools, reflection prompts, examples, and activities you can adapt.

It is not…

A script, a step-by-step checklist, a compliance document, or a replacement for agency policy.

Use it when…

You are onboarding staff, planning a team meeting, preparing supervision, or identifying coaching topics.

Page 2-3 Coordinator's Companion

A quick tour: how the guide is organized

1. Foundations

Mission, theory of change, school readiness, program operations, and the Core Values.

2. Training & learning

Training plan for diverse adult learners, frameworks, and team activities.

3. Ongoing support

Weekly team meetings, reflective supervision, FAN and RIOS frameworks, coaching, boundaries, ethics, and safety. **Page 31**

Page 3 –26 - 31 Coordinator's Companion

What should be in place before an ELS begins?

Access & setup

DAISY profile; Elevate access; Staff Portal access.

Training preparation

Review turnkey content in Elevate and the Staff Portal. Adapt training to agency context, community needs, and professional boundaries.

Make it relevant

Where possible, connect operational steps to family outcomes so ELSs understand the “why.”

Key expectation

At least 16 hours of live training must be completed before an ELS begins home visits.

Elevate asynchronous coursework reinforces live training; it does not count toward the 16 hours.

What could 16 live hours look like?

01	4 HOURS	**Program foundations**	Mission, ELS role, school readiness, Core Values
02	4 HOURS	**Families and relationships**	Race equity, family strengths, caregiver collaboration
03	4 HOURS	**Home-visit facilitation**	VISMs, guide sheets, child-led exploration, caregiver–child interaction
04	4 HOURS	**Operations and readiness**	Documentation, boundaries, safety, practice visits and reflection

Training doesn’t end after onboarding

Keep the record

Retain the training agenda for fidelity checks, including KEEP or Certification.

Make time to learn

Set aside two hours each week for team meetings and provide planned professional development days.

Build practice

Plan live observation in the first months and use coaching cycles to support facilitation skills.

Page 26-27 Coordinator's Companion

The parallel process: how we support ELSs matters

The way Coordinators support ELSs should mirror the way ELSs partner with families.

With families

ELSs build relationships, listen, reflect, and support caregiver-led learning.

With ELSs

Coordinators create space for trust, reflection, shared problem-solving, and growth.

In practice

Use weekly team meetings, reflective supervision, observation, coaching, and peer learning.

Page 26-27 Coordinator's Companion

A practical way to plan a turnkey training

1. Start with a need

What would help ELSs in their work right now?

2. Set a clear outcome

What should they know, notice, or be able to try?

3. Choose content + resources

Use the Companion, Elevate, Staff Portal, and relevant program tools.

4. Build in participation

Use a case example, role-play, video reflection, or small-group discussion.

5. Connect to practice

Ask how the learning will show up in visits and family relationships.

6. Follow up

Use team meetings, supervision, observation, and coaching to revisit learning.

Keep it focused. One session does not need to cover everything.

How do we know ELSs are ready?

Understand	Explains the ELS role and purpose of home visits
Notice	Recognizes caregiver strengths and child cues
Facilitate	Supports interaction without taking over
Reflect	Identifies what worked and what to practice next

LET'S PUT IT INTO PRACTICE

Breakout activity:

Using your experience in this training and the table of contents in the Turnkey Training Guidance, work with your group to develop an initial training agenda for ELSs.

Let’s hear what you came up with

What did you consider when choosing your topic?

How did you make the training relevant to ELSs’ day-to-day work?

Where did you build in participation or practice?

Which Companion section or resource would support the session?

What would you revisit in a team meeting, supervision, or coaching?