Checklist of Materials to Bring to Standard Eligibility Policy Training

☐ Policy Manual* (for the appropriate program)
☐ Standard OIAS Application OIAS APP 01 (completed by new employee)
☐ Lined paper for note taking
☐ Battery operated calculator (we have some available, but some people prefer to use their own.)

*Note: New employees will need access to the policy manuals for all three programs during the first week of training. They do not need to carry the manuals to class every day, but they will be expected to do some reading in each manual as homework during the first week.

DRESS IN LAYERS!
The temperature in the training room may vary and tends to run cool. Please be prepared by dressing in layers and bringing a sweater.
GROUND RULES

1. **State dress code applies** – no jeans.

2. **Out of respect for other participants**, no fragrances please.

3. **Confidentiality**...allows for free exchange of ideas & examples; private information should not leave the workshop setting.

4. **Be on time**...

5. **3 Minute rule**...(a) **Time Out** (b) **Anyone Can Call**

6. **Parking Lot**...

7. **No such thing as a stupid question**....we don’t want to inhibit questions; we’re all here to learn; we all have something we don’t know that we think is obvious to someone else.

8. **Listen with respect**...we can disagree with ideas without attacking the person.

9. **Spelling and handwriting don’t count**...

10. **OK to leave room**...bathroom breaks or if uncomfortable with activity.

11. **Only one conversation at a time**...

12. **Full participation**...everyone has something to contribute to the training.