

# New User Training Checklist

Welcome to **GoEngage**! Our instructors are so excited to meet you.

**Use this checklist to track the required training sessions you've scheduled for your staff.**

## Recommendations:

- **Start with Application & Enrollment (1, 2, 3).**
- **Train close to when the work will happen.**  
 Schedule sessions within 24 hours of when staff will use the feature. Learning sticks best when it's applied right away.
- **Keep sessions spaced out.**  
 Avoid scheduling trainings back-to-back so staff can stay focused and retain what they learn. Adult learners retain most in 30-60 minute sessions, with 90 minutes max.

### Application & Enrollment

|                          |                           |
|--------------------------|---------------------------|
| <input type="checkbox"/> | <b>1</b> Pre-Applications |
| <input type="checkbox"/> | <b>2</b> Applications     |
| <input type="checkbox"/> | <b>3</b> Enrollment       |

### Attendance

|                          |                      |
|--------------------------|----------------------|
| <input type="checkbox"/> | Attendance and Meals |
| <input type="checkbox"/> | Absenteeism          |

### Family Services

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Parent Communication             |
| <input type="checkbox"/> | Services and Referrals           |
| <input type="checkbox"/> | Family Assessments and Goals     |
| <input type="checkbox"/> | Family Events and Socializations |

### Health

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Health Data Entry                          |
| <input type="checkbox"/> | Health Follow-Ups and Monitoring           |
| <input type="checkbox"/> | Nutrition                                  |
| <input type="checkbox"/> | Dental                                     |
| <input type="checkbox"/> | (Home-Based Only) Pregnancies and Newborns |

### Disabilities & Mental Health

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Disabilities & Mental Health Referral Process |
|--------------------------|---|

### Education

|                          |                                  |
|--------------------------|----------------------------------|
| <input type="checkbox"/> | Education                        |
| <input type="checkbox"/> | Safety Incidents and Emergencies |

### Program Management

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Policy Council, Committee, and Boards      |
| <input type="checkbox"/> | In-Kind                                    |
| <input type="checkbox"/> | HR Record-Keeping                          |
| <input type="checkbox"/> | Coaching                                   |
| <input type="checkbox"/> | Professional Development (Staff Trainings) |
| <input type="checkbox"/> | PIR 101                                    |

**Need help planning?**

Email [Training@GoEngage.app](mailto:Training@GoEngage.app) — with over 30 years of Head Start training experience, our team's happy to help!