



# South Carolina First Steps Local Partnership Orientation Training

## Overview

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South Carolina First Steps to School Readiness  
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# Overview of the SC First Steps Local Partnership Orientation Training

## Training Purpose & Goals

This series of three training sessions, an orientation to SC First Steps followed by two 30-minute trainings, is designed to introduce new local partnership staff and board members to SC First Steps through the following intended outcomes:

- Introduce participants to SC First Steps including its history, legislative goals, structure, and purpose
- Explain the structure and functions of the local SC First Steps partnerships
- Provide general information on the role of the board and the local staff in implementing SC First Steps programming and ensuring accountability

The training sessions will accomplish these goals through the use of separate facilitator guides with notes embedded in PowerPoint and key documents to reference that connect to the content of the training. All materials are available online at [www.scfirststeps.com](http://www.scfirststeps.com).

## Audience

The audience for each session is new SC First Steps local partnership staff members, including executive directors, and board members.

## Rationale

The Local Partnership Orientation trainings are voluntary and intended to serve as a helpful tool for partnerships as they onboard new staff and board members. They were designed to be easily delivered by a variety of facilitators, including local partnership executive directors, local partnership staff members, or SC First Steps state office staff members.

The training slide content should not be edited or changed, but the facilitator may choose add information to their orientation based on the specific programs, focus areas, and/or needs of the local partnership. For example, a facilitator may choose to include information in their training on the specific SC First Steps programs that the partnership offers. Finally, these are to be seen as “living” training modules, meaning that they will be edited and updated by the First Steps state office staff based on feedback, changes to First Steps standards or legislation, and/or local partnership needs.

## Timing and Structure

The first training session, “Orientation - What is SC First Steps?” will take approximately one hour to complete. The two 30-minute sessions that follow this Orientation will take participants through a general overview of the key aspects of a local SC First Steps partnership, including information on the structure of the SC First Steps state office and local partnerships, an explanation of the roles and responsibilities of executive directors and local board members, and general information on the current standards and systems that are in place to ensure local partnerships run smoothly and effectively.

## List of Training Sessions

**Module 1: Orientation – What is SC First Steps?** The first training session introduces participants to the history, legislative goals, and structure of SC First steps and gives participants an overview of First Steps’ Six Core Areas of Service and local and state programs.

**Module 2: Local Partnership Structure & Functions.** The second training session explains the structure of the local SC First Steps partnership and the functions of the local partnership and the local partnership board, including the key responsibilities of the executive director, board members, and board officers.

**Module 3: Local Partnership Systems & Accountability.** The third training session presents a general overview of the current accountability systems that are in place to ensure local partnerships run smoothly and effectively.