



NAEPDC can provide recommendations on excellent trainers who can facilitate (1) “train the trainers” workshops on managed intake or (2) direct training for program directors and/or teachers at your next conference or professional development activity.

It is recommended that a minimum of three hours be designated for the initial training to allow sufficient time for the participants to become fully comfortable with the process, in addition to a follow-up session. The initial training should include information on the enrollment and intake process and time for practice (e.g., role playing, scenarios). It is recommended that participants then pilot the intake process with a small group of students to determine necessary changes before full implementation.\* Training follow-up should include opportunities for the participants to receive support, coaching, and feedback from the trainer, as well as interaction with the fellow participants.

For a sample powerpoint presentation on managed intake that you can adapt to your needs, [click here](#). Many of the tools contained in the Helpful Hints for PAC 3.0 Student Intake and Orientation Components can be incorporated into the training module.

\* For pilot testing guidelines, see NAEPDC’s publication [“Going to Scale.”](#)