

*University of Pittsburgh,
School of Social Work*

*The Pennsylvania Child Welfare
Resource Center*



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Altoona Training Room

Trainer Guide

Altoona Training Room
South Hills Business School
541 58th Street
Altoona PA 16602

October 2016

Dear Trainer,

One of the core values of The Pennsylvania Child Welfare Resource Center is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Resource Center would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

- Area and Facility Information
- Training Room Information
- Closing the Training Day and Emergency Information

The Resource Center appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

The Pennsylvania Child Welfare Resource Center

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RESOURCE CENTER CONTACT



Your contact person for the Altoona Training Room is Mike Danner, Central Region Resource Specialist. You can reach him at 717-795-9048.

If an emergency arises before or after office hours (8:00-4:00), such as needing to cancel a training within 24 hours, please call 1-877-297-7488. This is a toll free number that has been set up for use by the trainers and will be answered by the on-call Resource Specialist.

FACILITY AND AREA INFORMATION

Directions to the Facility:

<https://www.google.com/#q=541+58th+Street%2C+Altoona%2C+PA>



*If for some reason you are unable to access the training room contact your Resource Specialist.

Lunchtime Dining Choices:

- Sheetz (5706 6th Avenue)
- Italian Grill (5801 6th Avenue)
- Subway (3014 Pleasant Valley Blvd)
- Arbys (524 W Plank Road)

Local Hotel Information:

Hampton Inn
180 Charlotte Drive
Altoona
(814) 941-3500

Days Inn & Suites
458 Sabbath Rest Rd
Altoona
(814) 944-4499

Comfort Suites
140 Stroehman Drive
Altoona
(814) 942-2600

Clarion Suites
3306 Pleasant Valley Blvd
Altoona
(814) 944-9661



* This is a representation of possible hotels in the area not an endorsement by The University of Pittsburgh or the Child Welfare Resource Center.

Accessing the Building:

Entry into the building: Enter through the front door. The receptionist can guide you to the training room.

Parking: Parking at this facility is free.

Emergency Information:



UPMC Altoona
620 Howard Avenue
Altoona
(800) 946-1902

MedExpress
300 East Plank Road
Altoona
(814) 946-3801

TRAINING ROOM INFORMATION



Training Room Location:

Enter through the main entrance. The training room is located on the second floor. There is an elevator for your convenience right inside the door.

Restroom Location:

The restrooms are located in the hallway before reaching the training room.

Smoking Information:

Smoking is not permitted in the building. The smoking area is located outside any exit.

Vending Availability and Location:

Vending is available in the lounge area on the second floor.

Training Equipment Availability and Location:

You will find a computer, LCD projector, and 2 easels with pads at the front of the training room for your use.

Accessing the Internet:

Some of our curricula contain internet links for viewing. Internet is available on each training room computer.

Training Supplies Availability and Location:

You will find any additional training supplies in the cabinet located in the office next door to the training room. Please inform the Resource Specialist of any supplies that need to be replenished.

CLOSING THE TRAINING

Checking the Room:

Please ensure the following is completed before leaving the room:

- Turn off LCD projector.
- Tables are clear of paper and trash. Any extra handouts should be placed in the trash can. **We do not have room to store additional handouts in this room.**
- Supplies are returned to proper place for use by the next trainer.
- Training materials are taken off the walls.
- Lock the front door and close behind you. **Please do not shut the training room door.**

Trash Disposal/Cleaning Services Available:

The trash can be placed in the trash cans found in the training room. Unfortunately, this room is also used for other training. Please take down all materials between training days.

Water Services Available:

There is a water fountain located in the hallway outside of the training room.

Extra Handout Disposal:

Please DO NOT leave extra handouts on the tables of the training room. Any extra handouts can be disposed of in the trashcan.