

*University of Pittsburgh,
School of Social Work*

*The Pennsylvania Child Welfare
Resource Center*



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State College Training Room

Trainer Guide

State College Training Rooms
274 West Hamilton Avenue
State College PA

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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 State College 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:



<http://www.bing.com/search?q=directions%20to%20274%20w%20hamilton%20avenue%20state%20college&q=n&form=QBRE&pq=directions%20to%20274%20w%20hamilton%20avenue%20state%20college&sc=0-49&sp=-1&sk=&cvid=654D5E8AB76E4E419E787A0314BC8ECA>

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

Lunchtime Dining Choices:

- Wings Over Happy Valley (in mall area)
- Brothers Pizza (in mall area)
- Five Guys (226 W College Ave)
- Qdoba Mexican Grill (208 W College Ave)
- Subway (300 S Pugh St)
- McDonalds (2167 S Atherton St)

Local Hotel Information:

Comfort Suites
132 Village Drive
State College
(814) 235-1900

Sleep Inn
111 Village Drive
State College
(814) 235-1020

Hampton Inn
1101 E College Ave
State College
(814) 231-1590

Holiday Inn Express
1925 Waddle Rd
State College
(814) 867-1800



* 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: You should have received a key in your box of training materials. This key opens the front, office and training room doors.

The front door

- You open it with the key mailed to you. There is an Allen Wrench in the office in the top drawer of the desk in a red bowl.
- From inside the front door, you take the Allen Wrench and insert it into flat part (the push in part) of the door handle. Insert it and turn it to the right. Hold it to the right and press in the handle then turn the Allen Wrench to the left while you let the pressed in part of the door handle release.
- It will stay pressed in and remain unlocked. Just be sure to do the same steps to lock it.
- It may take you a couple times, but you will get the hang of it.

Please do not do this for the back door also please do not keep the front or back doors propped open.

Parking: Parking at this facility is free. Parking is available for the trainer in the front of the building.

Emergency Information:



Mount Nittany Medical Center

1800 E Park Avenue

(814) 231-7000

MedExpress

1613 North Atherton Street

(814) 238-1066

TRAINING ROOM INFORMATION



Training Room Location:

Enter through the main entrance. Both training rooms are down the hall to the left.

Restroom Location:

The restrooms are located across the hall from the training rooms.

Nursing Mother's Pumping Location:

The office, directly inside the front door, can be used as a pumping location.

Vending Availability and Location:

Vending is not available at this location.

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 all training supplies (including CTC) in the cabinet in the office (first door on your right upon entering the building). 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 recycle containers. **Please do not leave extra handouts at this location as we do not have the room to store additional handouts.**
- Supplies are returned to proper place for use by the next trainer.
- Training materials are taken off the walls.
- Use Allen wrench to lock front door.
- Lock the training room door and front door when leaving.

Trash Disposal/Cleaning Services Available:

The trash can be placed in the trash cans found in the training room. You are welcome to keep all materials up between days in the cases of multi-day trainings.

Water Services Available:

There is a bottled water dispenser available.

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 recycle bin.