



CADER Online Certificate Program

Role of the Training Liaison

The purpose of the Training Liaison role is to be the key contact between training participants in an agency and CADER's Online Training Manager. The role and responsibilities of the training liaison are listed below.

Training Liaison Responsibilities:

- Serve as key agency contact for CADER and Association on Aging NY's for CADER Online Certificate Programs
- Participate in live or archived orientation webinar
- Generate a list of learners (names and emails) for CADER
- Review agency progress reports provided by CADER
- Monitor agency participants' progress and follow-up with learners to encourage them to complete online coursework
- Connect the CADER Online Training Manager or IT if needed to resolve technical issues, if they arise
- Contact CADER Online Training Manager when a training participant leaves the agency or can no longer complete the program
- Contact CADER with any questions regarding the training program

CADER Supports for Training Liaisons and Learners:

- Provide support to Training Liaisons
- Email registration and enrollment instructions to participants
- Send monthly reports to the Training Liaisons to help track the progress of training participants
- Provide ongoing technical support to training participants
- Provide technical assistance as needed

CADER looks forward to working with Training Liaisons to ensure that participants have a successful training experience.