

Frequently Asked Questions (FAQs)

1. Who should attend?

The training sessions are available to all DCCCD active grant staff, and those who may be interested in pursuing careers in the grant environment. We believe that each participant leaves each session with more knowledge gained than before. The objective is to educate, by training participants on what's involved with grant implementation and management procedures required by the funding agencies and the DCCCD. The training staff makes a personal commitment to provide a professional, interactive, and friendly environment for participants to engage in knowledge that will be used to manage successful grants in the DCCCD.

Proper * Planning * Prevents * Poor * Program * Performance

2. What type of training is available?

District-wide Group Training - Available in two levels, and advertised via email to all employees.

Managing Grants – Level I
Managing Grants – Level II

Please refer to the training objectives for more detailed information for each session.

Customized Group Training or One-on-One – Requested only by the college grant staff, facilitated in the program office, and customized specifically for the grant program.

3. Are there any prerequisites required for taking Level I and Level II sessions?

There is no prerequisite required for Level I. Level I is a prerequisite for Level II.

4. Is there a cost to attend?

No. The training is FREE to all district staff, and training materials are provided.

5. Where are the sessions held?

District Service Center
4343 North Highway 67
Mesquite, Texas 75150

Bill J. Priest Campus of El Centro College
1402 Corinth Street
Dallas, Texas 75215

6. What time of day?

Training starts promptly at 1:00 PM, and ends at 4:00 PM.

7. How do you register?

Online registration is required. Please be sure to check the training schedules to obtain the most current information before registering at

<http://www1.dcccd.edu/intranet/dcccd/dsc/training/register/register.cfm>

8. If you can't attend, do you need to cancel?

Yes. If you're unable to attend, please immediately email gmtraining@dcccd.edu or call 214.860.2459 at least two (2) business days prior to the training date. Please try not to wait until the day of to cancel. A minimum number of participants are required for a session to occur. If the minimum is not met, the scheduled training is cancelled, and training staff will immediately notify participants.

9. Are certificates issued?

Yes. A signed (by training staff) certificate is issued to each participant that attends. However, if a participant attends a session, but leaves at mid-point (50% completion), he/she will not be issued a certificate. Participants must attend part I and part II to receive a certificate.

10. When are the training sessions offered?

The training staff takes in consideration that hiring grant staff is an ongoing process, and some individuals may be new to the grant environment and the DCCCD. With this in mind, sessions are offered frequently (excluding holidays and semester registration periods), which provides training opportunities for newcomers and veteran staff (as a refresher). If staff is hired between scheduled sessions, customized group training and one-on-one sessions are available at the request of the college grant staff. To schedule a session, please contact staff at gmtraining@dcccd.edu, (214) 860-2459 or (214) 860-2473.

11. What methods are used to evaluate knowledge gained by participants?

Each training session is facilitated in two (2) parts. During Part I, a practice exercise is administered, which covers only Part I. During Part II, a comprehensive exercise is administered, which covers detailed procedural internal/external information. These methods are designed to illustrate actual grant situations, which will be useful to participants as they manage their funded programs.

12. Are participants given the opportunity to provide written feedback?

Yes. Evaluations are given to each participant to complete at the end of each session. The evaluations are reviewed thoroughly by the training staff to obtain constructive customer service feedback to enhance future training events.