



**Community Access –
Better Training through Digital Technology
Our Fourth Year: 2008-2009 Schedule**

**The Not For Profit Resource Center
An Initiative of the United Way of Buffalo & Erie County**

**Friday, October 17
1:00 – 3:00 p.m.
106 Jacobs Management Center
UB North Campus**

Several nonprofits already have made use of digital technology training delivery, known as “Community Access” developed as a public service of the UB School of Management: Belmont Shelter; Catholic Charities; CASH Creating Assets, Savings and Hope; Center for Hospice and Palliative Care; Child & Family Services; Child Care Resource Network; Compass House; Consumer Credit Counseling Service; Girl Scouts Council of Western New York; Heritage Centers; Southeast Works; The Morlock Foundation; Upstate New York Transplant Services.

This service has received media recognition in the August 2007 edition of *Buffalo Business*; the October 26, 2007 broadcast of UB Edition on *WBFO Public Radio*; the November 15, 2007 edition of the national *Chronicle of Philanthropy*; and the February 1, 2008 edition of *The Business of Technology, A Supplement of Buffalo Business First*.

As part of this program known as “Community Access,” nonprofits have used UB’s digital access classrooms to record training and educational sessions for their staff, volunteers, clients and customers. Almost immediately after each session is recorded, it can be viewed online via UB’s streaming server and linked to the organization’s Web site, or be made available through DVD or CD. We have received permission to share these examples. Use these links to reach the UB streaming server and see these recordings. You must have high-speed internet. You may need to save this document to your files first, or paste the links to your browser. The links use Windows Media Player.

Child Care Resource Network “Introduction to Family Care”:
<mms://mgt-media.mgt.buffalo.edu/uw/IntroFamilyChildCare.wmv>

CASH Creating Assets Savings and Hope coalition, “Checking out Checking”:
<mms://mgt-media.mgt.buffalo.edu/uw/CASH-Checking.wmv>

By using Digital Access, nonprofits spend less time conducting repetitive training, and can assure that each training session is consistent. Trainees can receive training at their own convenience, 24 hours a day.

Over the last several years, UB has invested substantial amounts of money in the construction of digital access facilities; associated equipment and technology; and staff training in the behind-the-scenes operation of the technology. Even with this significant investment, UB is able to help nonprofits develop a prototype Digital Access training by offering each nonprofit two free hours of digital access recording time for an initial recording, in addition to the free informational and work sessions leading up to recording, with free hosting on the UB server, and free DVD or CDs. Once nonprofits have recorded, and have discovered the benefits of Digital Access, nonprofits are eligible to request additional recording time, for new and enhanced training, at the low rate of \$50 per room hour, in order to partially defray the costs of providing this service. This partial reimbursement helps enable UB to continue to make this service available to the nonprofit community as a public service.

This *state of the art, cost-effective service* is now announcing its 2008-2009 schedule.

1. **Right now** – Visit the Digital Access page on the United Way of Buffalo & Erie County web site <http://www.uwbec.org>. On the top menu, click on “our work,” then on the drop down menu “Not For Profit Resource Center,” then on the Not For Profit Resource Center page click “Better Training Through Digital Access Learning.” There you will find instructions to view a 20-minute on-line demonstration by Dr. Natalie Simpson, Associate Professor and Academic Director, Digital Access Education, at the UB School of Management. Her lively presentation will show you the power of digital access technology. Make sure your trainers also view this demonstration.

The following informational sessions and workshops will be held at the John H. Shellum Room at *the UB School of Management - 106 Jacobs Management Center, UB North Campus*.

2. **Friday, October 17, 2008, from 1:00 – 3:00 p.m.** - *Executive Directors*, or their designees, and other interested staff should attend a **general information session** presented by Dr. Natalie Simpson. At this session, you will:

- See the Digital Access recording capability.
- Discuss your questions and concerns.
- Brainstorm possible applications for your agency.
- Decide if Digital Access is right for your needs.
- Receive a Digital Access Worksheet, to fill out before the next session

3. **Friday, November 14, 2008 from 1:00 – 3:00 p.m.** – *Trainers* and other interested staff should attend a **required interactive workshop**. The workshop will:

- Review the Digital Access Worksheets you have completed
- Help trainers sort their curriculum into two segments: Which sections should be done through Digital Access? Which sections through traditional means?

- Teach the tools of Digital Access, such as how to electronically distribute hand-outs” and how to involve the trainees (clients; volunteers, employees, etc.) through note shells.
- Provide you with information about ways to make sure your trainees actually view and comprehend the material.
- Allow you to see the Digital Access training room and get used to the equipment.

It is important that staff members who will do the actual training attend this workshop, and bring written copies of their training materials, such as a bullet point presentation or a script, along with the hand-outs and other materials used.

4. **December 2008 through February 2009** – After attending the required interactive workshop, agencies should review their training curricula and make any necessary adjustments to take full advantage of the power of Digital Access.

5. **Spring Recess and Summer 2009** – Agency trainers will **record** their sessions, which will be scheduled during UB Spring Recess and Summer Sessions, when the Digital Access recording room is more available than during regular semesters. You can record more than one session on different topics. After recording, trainers will receive a link to the UB server, and, if needed, CDs and DVDs.

For questions and to RSVP for the October 17, 2008 general information session contact gail.calisto@uwbec.org or call 887-2776 or 887-2757.