

Executive Summary

Event Title National Monitoring Training for State Workforce Agencies

- Effective and Efficient Monitoring Practices and Review Wrap-Up

6/2/2021

Moderator(s): Jennifer Friedman

Speaker(s): Mary Zmudczynski

This session is part of the Employment and Training Administration's National Monitoring Training for State Agencies' series. This session reviewed tips to conduct efficient monitoring, and revisited items from the May 12, 2021 session Effective entrance meetings and interviews. The session then focused on steps to take to effectively wrap up the monitoring. Finally the session offered a brief overview of the final session of the series which is the actual report writing.

Run of Show

Welcome	:08
Introduction	:25
Effective & Efficient Monitoring Practices	
• Three Tips for Effective Monitoring	2:28
• Use and Follow An Agenda	3:19
• End of Day Check In with Grantee	8:06
Use of Review Guides	10:39
Review Work Wrap-Up	12:55
• Why is Effective Wrap-Up Important?	13:12
• Wrap-Up Components	14:22
• Gathering Info and Resolution of Questions	14:39
• Exit Meeting Basics	23:00
• Exit Meeting Prep	25:07
• Exit Meeting Components	35:20
• Exit Meeting Communication Considerations	39:54
• Findings: 4 Cs	46:07
• Questions	48:13
Closing Remarks and Upcoming Events	55:15