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School of Social Work  
  
The Pennsylvania Child Welfare  
Resource Center



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# TRAINING GUIDE FOR THE PITTSTON TRAINING ROOM

The Shoppes at Pittston Crossing  
400 Route 315  
Suite E  
Pittston, PA 18433  
Phone: 570-299-7253

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:

Section One: Area and Facility Information

Section Two: Training Room Information

Section Three: Closing the Training Day

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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# Section 1:

# Area and Facility Information



## Contents of this Section:

- ❖ Directions to the Facility
- ❖ Local Hotel Information
- ❖ Accessing the Building
- ❖ Emergency Information
- ❖ Training Program Contact

## ► **FACILITY AND AREA INFORMATION** ◀

### **From 81 South and Points North:**

Take I-81 S/US-6 E, continue to follow I-81 S to exit 178 B toward Avoca, Turn left onto William Street, slight left toward PA-315 S, slight right onto Main Street, continue to follow PA-315 S/Hwy 315 S until you reach The Shoppes at Pittston Crossing (Shopping center with Wal-Mart and Sleepy's Mattress), the training facility is located behind Sleepy's, you must drive around to the back of the building.

### **From 81 N and Points South:**

Take I-81 N to exit 175 to merge onto Hwy 315 N, continue to go straight on Hwy 315 N until you reach The Shoppes at Pittston Crossing (Shopping Center with Wal-Mart and Sleepy's Mattress), the training facility is located behind Sleepy's, you must drive around to the back of the building.

### **From I-80 E and Points West:**

From I-80 E take exit 15 for U.S. 220 N toward Pennsdale/Halls, Turn left onto US-220 N/Lycoming Mall Drive, Turn right onto N Main Street, Turn left onto PA-118 E/E Water Street, Turn Right onto PA-415 S/Memorial Highway, Turn right onto Main Street, Turn right onto PA-309 S, Take the exit on the left to I-81 N toward Scranton, Take exit 175 to merge onto Hwy 315 N, continue to go straight on Hwy 315 N until you reach the Shoppes at Pittston Crossing (Shopping Center with Wal-Mart and Sleepy's Mattress), the training facility is located behind Sleepy's, you must drive around to the back of the building.

### **From I-84 W and Points East:**

Take I-84 W toward Scranton, Take the exit on the left onto I-81 S toward Wilkes-Barre, Take exit 178 B toward Avoca, Turn left onto William Street, Slight left toward PA-315 S, Slight right onto Main Street, continue to follow PA-315 S/Hwy 315 S until you reach the Shoppes at Pittston Crossing (Shopping Center with Wal-Mart and Sleepy's Mattress), the training facility is located behind Sleepy's, you must drive around to the back of the building

\*If for some reason you are unable to access the training room, you can contact Maricar Nuesa at 1-877-297-7488.

**Parking:** Parking at this facility is free. The parking lot is located right outside of the front door of the training facility.

**Special Accommodations:**

In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Regional Training Specialist's attention:

- Parking is available at the front of the building, as well as on the side of the building.
- The restrooms are handicapped accessible
- Each training room is equipped with one adjustable table. The adjustable table will have a lever underneath, which will allow the trainer to adjust the height of the table.

If you require additional assistance, you are asked to contact your Regional Training Specialist, Maricar Nuesa, by calling 717-795-9048.

### **Emergency Information:**

#### **Hospitals:**

**Greater Pittston Medical Center** (570) 655-1495, 1099 S. Township Blvd,  
Pittston

**Community Medical Center** (570) 969-8000, 1800 Mulberry St, Scranton

#### **Fire-Police Medical**

**911**

**Pittston Police Dept** (570) 654-2425, 35 Broad Street, Pittston

### **Resource Center Contact:**

Your contact person for the Pittston Training Room is Maricar Nuesa, Northeast Regional Training Specialist. You can reach her at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the trainers. A call should be placed to the Training Program prior to 9:00 a.m. on the day of the training to verify the status of the training room and materials on the first day of training.

# Section 2:

# Training Room Information



## Contents of this Section:

- ❖ Training Room Location
- ❖ Restroom Location
- ❖ Smoking Information
- ❖ Training Room Layout
- ❖ Training Equipment Availability and Location
- ❖ Training Supplies Availability and Location
- ❖ Office Equipment Availability and Location
- ❖ User Friendly How-To Directions
- ❖ Troubleshooting Instructions
- ❖ Contact Person for Set-up or Technical Problems

## ▶ TRAINING ROOM INFORMATION ◀

### Training Room Location:

Enter through the main entrance, there is a University of Pittsburgh Seal on the door.

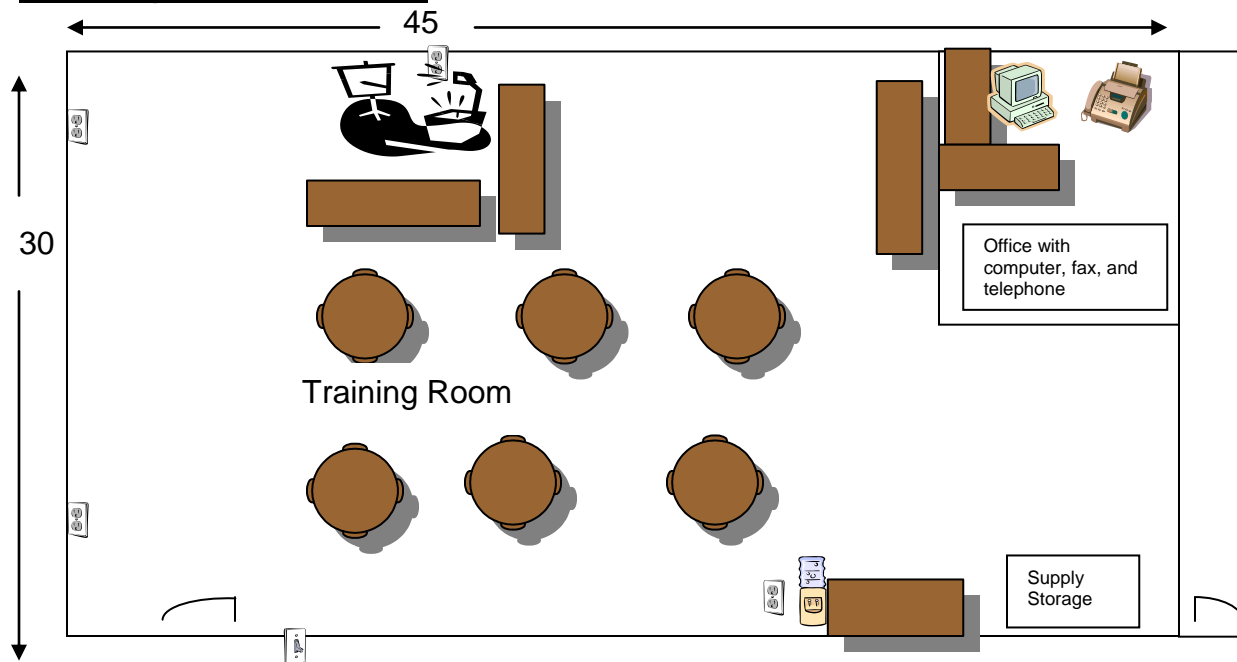
### Restroom Location:

The restrooms are located through the interior training room door, across the hall from the conference room.

### Smoking Information:

Smoking is not permitted in the building. The smoking area is located outside of any exit.

### Training Room Layout:



### Training Equipment Availability and Location:

You will find a TV, VCR, DVD, overhead projector, LCD projector, radio with CD player, and 2 easels with pads at the front of the training room for your use.

### Training Supplies Availability and Location:

You will find any additional training supplies opposite of the conference room area on shelving units, such as markers, tape, resources, slides, transparencies, and flip chart pads. Please make the Regional Training Specialist aware of any supplies that need replenished.



**\*\*\*Please keep the door unlocked that enters into the office from the training room. This will allow other trainers to enter the office as needed.\*\*\***

**Office Equipment Availability and Location:**

There is a computer with internet available and printer located in the Conference Room.

The username login and password are as follows:

**Username:** pacwrc

**Password:** pwd

The phone number for the office is 570-299-7253.

**User Friendly How-To Directions:**

Please see the instructional CD.

**Troubleshooting Instructions:**

Please see the instructional CD.

**Contact Person for Set-up or Technical Problems:**

Please contact Maricar Nuesa, Regional Training Specialist, at 1-877-CWP-PITT with any technical problems you may have.

# Section 3: Closing the Training



## Contents of this Section:

- ❖ Checking the Room
- ❖ Returning the Building Keys
- ❖ Trash Disposal
- ❖ Cleaning Services Available
- ❖ Extra Handouts
- ❖ Reporting Concerns or Broken Equipment

## Closing the Training

### **► CLOSING THE TRAINING ◄**

#### **Checking the Room:**

Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash.
- Equipment is put away in the proper place for use by the next trainer.
- Supplies are returned to proper place.
- Training materials are taken off the walls.
- Lights are turned off.
- Thermostat is turned down.
- Training room door is locked.

#### **Returning the Building Keys:**

You will receive a self-addressed envelope with the training materials. The attendance sheet, workshop evaluations, keys to facilities, curriculum supplies and trainer invoice should be returned immediately after the training in order for us to get the training supplies to other trainers. If the materials are not received, or are missing, your invoice will be held until the missing material(s) are returned or the material will be deducted from your training day pay.

#### **Trash Disposal:**

The trash can be placed in the trash cans found in the training room and the building custodians will remove any trash daily.

#### **Cleaning Services Available:**

The cleaner will be in after a workshop is conducted. If you are holding a two-day training, please leave a note on the door if you choose to not have the room cleaned prior to the second day.

#### **Extra Handouts:**

Extra handouts may be saved for another training you may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room.

#### **Reporting Concerns or Broken Equipment:**

Trainers are responsible for calling Maricar Nuesa, Regional Training Specialist, at 1-877-CWP-PITT (1-877-297-7488) on the last day of the training to communicate the status of the training, i.e. issues with equipment, trainees, location problems, and how the overall training went.