



SARAH SHEALY

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Date: Friday, July 7, 2023
TO: School Leaders
FROM: Sarah Shealy, Director of Federal Programs, Finance
RE: 2022-2023 Let's Work Smart Training Opportunities

In an effort to continually provide efficient support to our staff and schools, the Institute will be providing training opportunities on the Let's Work Smart platform. These training opportunities will take place in two ways: annual training sessions, and quarterly drop-in Q&A sessions. All sessions are optional but will provide information on how to utilize the LWS system most effectively.

Optional Annual Training Sessions:

These annual sessions will provide a presentation that covers LWS basics while highlighting effective practices and answering frequently asked questions. It is highly recommended that any new staff personnel with access to LWS attend these sessions. Any current school personnel with questions or concerns regarding LWS are encouraged to attend as well. *(Each session will cover the same content, but multiple session options will be held to best accommodate schedules.)*

- **July 24, 2023, 10:00am-11:00am**
- **July 31, 2023, 10:00am-11:00am**
- **August 7, 2023, 10:00am-11:00am**

[Click here for LWS Annual Training Zoom Link](#) (Meeting ID: 525 282 0437)

Optional Quarterly Drop-In Q&A Sessions:

Although Institute staff are always available for assistance via email and phone, these quarterly sessions are a designated time I will be available to answer questions and provide support if needed. These are drop-in Q&A sessions to answer any questions related to LWS.

- **September 19, 2023, 10:00am-11:00am**
- **November 28, 2023, 10:00am-11:00am**
- **January 30, 2024, 10:00am-11:00am**
- **March 26, 2024, 10:00am-11:00am**

[Click here for LWS Quarterly Drop In Zoom Link](#) (Meeting ID: 525 282 0437)

Past webinars, mini trainings, [and a user guide](#) are available at the Institute's website under *Our Schools > School Leaders Resources > Let's Work Smart.*

If desired, please email me at sshealy@erskinecharters.org to be sent a calendar invitation for your chosen dates.

Sincerely,

Sarah Shealy

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