

PARTNERS FOR EMPLOYMENT

New Mexico Training Associates Program

What is it?

The New Mexico Training Associates (NMTA) program at Partners for Employment (PFE) is a **leadership-development opportunity** for service providers, self-advocates, and family members in Supported Employment and School-to-Work Transition.

In this program, NMTA participants (NMTAs) work with PFE staff to expand their skill in presenting their knowledge and experience to the wider New Mexico community. As a capstone project, NMTAs develop a 1-hour PowerPoint presentation that reflects a practical application of best practices in Supported Employment or School-to-Work Transition. Associates deliver their presentations at PFE's annual *Reaching New Heights in Supported Employment* conference.

Who's a good fit for NMTA?

Individuals who want to...

- Share their knowledge, skills, and experience.
- Expand their impact or career in New Mexico's Supported Employment community.
- Learn practical PowerPoint and conference presentation skills.
- Gain confidence in public speaking.
- Receive a cash stipend OR a scholarship to attend either the Project SEARCH or APSE National Conference upon successful completion of the program milestones.

Specific Eligibility Requirements

- Associates must have successfully completed the College of Employment Services and/or obtained an ACRE certificate or CESP credential.
- Associates must have a minimum of 1 year of experience working in Supported Employment or School-to-Work Transition.
- Associates need to be able to commit 6-8 hours/month, between October and April, to completing the steps of this program. They also need to prioritize their attendance at cohort meetings.
- Associates need to uphold professional standards of written and verbal communication.
- Associates need to be available to deliver their presentation, in-person, at the PFE *Reaching New Heights in Supported Employment* conference during the dates of April 10-11 at the Santa Ana Star Casino Hotel in Bernalillo, NM. (*Conference lodging expenses for NMTAs who live more than 50 miles from Bernalillo will be paid for by PFE.)

New Mexico Training Associates Program Syllabus

The *experiential* goal of NMTA is leadership development.

The *practical* goal is to prepare, present, and record a 60-minute presentation on a Supported Employment or School-to-Work Transition topic of your choice, and deliver it at the PFE annual conference.

Your presentation will need to:

- a. Address a challenge in the field of Supported Employment or School-to-Work Transition **and** an approach to overcoming this challenge.
- b. Incorporate one or more of the [ACRE Competencies for Employment Services](#).
- c. Incorporate accessibility features in its PowerPoint design.
- d. Invite audience engagement.
- e. Be accurate in its research and reporting.
- f. Honor the dignity and best intentions of people and organizations.

Milestone Activities and Incentives

The time NMTAs devote to this professional development program is rewarded through two possible incentives: EITHER (1). a scholarship to attend the Project SEARCH or APSE National Conference OR (2). two stipend payments of \$500 for a total of \$1000.

Non-state employees are eligible for either incentive. Participants employed by either DDS or NMDVR are eligible for the conference scholarship only.

To be eligible for these incentives, NMTA participants will need to complete these milestone activities.

Milestone #1 - \$500

- Attend the NMTA program orientation meeting in October.
- Attend at least 3 of the 4 one-hour training sessions between October-February, and schedule/attend all one-on-one follow up meetings with PFE mentor.
- Submit a rough draft and final draft of the presentation by dates specified in the program timeline.
- Complete a virtual practice presentation by dates specified in the program timeline.

Milestone #2 - \$500

- Present the final presentation at the annual *Reaching New Heights in Supported Employment* conference on April 10-11, 2025 at the Santa Ana Star Casino Hotel in Bernalillo, NM.

Program Timeline

September/October 2024	
Activity	Meeting Date/Due Date
Application Deadline	September 30
Notification of Program Acceptance	October 11
Welcome Meeting and Program Orientation	Wednesday, October 16, 3:00-4:00
UNM Vendor Paperwork and 1-paragraph professional bio.	Due to PFE on October 25
November 2024	
NMTA 2025 Cohort Meeting #1: <i>What are Best Practices in Supported Employment and School-to-Work Transition?</i> <ul style="list-style-type: none"> • Short, abbreviated list • Elaborated list of ACRE competencies 	First week of November (Date and time TBD by NMTA cohort)
NMTA 2025 Cohort Meeting #2: <i>Identifying and Organizing your Idea and Supporting Points</i> <ul style="list-style-type: none"> • Title • Thesis Statement • Learning Objectives • Supporting Points, Examples, Demonstrations • Conclusion 	Second week of November (Date and time TBD by NMTA cohort)
December 2024	
Meet with your PFE mentors to flesh out your presentation outline. Begin laying this out in PowerPoint slides.	Rough outline due by December 20.
January 2025	
NMTA Cohort Meeting #3: <i>Visual Communication of Ideas – Putting your Words and Images into PowerPoint</i> <ul style="list-style-type: none"> • Resources: PowerPoint template, How-to-Guide • Homework following meeting: Create first 8 slides of your choice 	Third week of January (Date and time TBD by NMTA cohort)
Meet with your PFE mentors to review 8 completed slides of your choice, and discuss plans for the remainder of your slides.	Due by Jan. 31
February 2025	
NMTA Cohort Meeting #4: <i>Public Speaking and Presenting: Tips from NMTA Alumni</i> Practice presenting your presentation's first 5 slides	Third week of February (Date and time TBD by NMTA cohort).
Meet with your PFE mentors at least once, or more times as needed, in February to review and fine-tune your PowerPoint slide deck.	Due February 28: 1 st full draft of PowerPoint slide deck.

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March 2024

NMTA Meeting #5: Schedule 1.5 hours in the first week of March to deliver a trial run of your presentation to a small group of NMTA alumni and the PFE team.

1st week of March (Date and time TBD by NMTA cohort.)

Meet with your PFE mentors to make changes to your PowerPoint and interactive activities as needed or desired.

2nd week of March

Submit finalized PowerPoint slide deck to PFE for posting on the *Reaching New Heights* conference website.

March 21

April 2025

Attend and present at the *Reaching New Heights in Supported Employment* conference

April 10-11

APPLICATION FORM

Due September 30, 2024 to Alex Rios: aerios@salud.unm.edu

PERSONAL INFORMATION

Name (First and Last):	
Email:	
Mailing Address:	
Preferred phone number to reach you:	
County of Residence:	

DISCLOSURES AND AGREEMENTS

Participation in NMTA requires 6-8 hours of time per month between October and April. Part of this time will be in meetings with the PFE team and with colleagues in your 2025 NMTA cohort. These meetings are a rich component of the NMTA leadership development experience, so a commitment to attend them is important. Outside of these scheduled meetings, you will need to spend personal time researching, planning, and developing your presentation. You will also need to commit to attend the Partners for Employment *Reaching New Heights in Supported Employment* conference April 10-11, 2025, in Bernalillo, NM. By signing below, you are indicating your ability to make these time commitments, and that you have your supervisor's approval, as needed.

By typing your name in the box below you are agreeing to this statement.

Signature:		Date:	
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The stipend or conference scholarship participants receive upon completion of NMTA is considered taxable income by the IRS. In order to participate in NMTA, you will need to submit tax information through UNM Payment Works – an online, secure website. By signing below, you are indicating your agreement to submit your information for income tax purposes through UNM Payment Works.

By typing your name in the box below you are agreeing to this statement.

Signature:		Date:	
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Please type your responses in the boxes below each question.

1. **What is your *why*?** Please tell us your inspiration for the work you do – what are you passionate about?

2. **How would you describe your presentation idea?** What are some challenges in Supported Employment or school-to-work transition that you would like to address? What are some valuable, unique way(s) of addressing these challenges in your field? Please be as specific as possible.

3. **What are you sharing?** Your presentation will be delivered at PFE’s annual conference. Think about what key information you would like to share with the audience. The audience includes working professionals in Supported Employment, teachers in school-to-work transition, case managers for waiver services, family members, and self-advocates.

4. **What is the conclusion?** At the end of your presentation, what would you like people to walk away with? Is it a call to action, a new approach or solution to a common challenge, or both? Please explain your goal for this presentation.

5. **Additional Comments you'd like us to know?**

**Please email your completed application to Alex Rios at
aerios@salud.unm.edu
by September 30, 2024.**