



# Train-the-Trainer: Empowering Leaders to Deliver Effective Grants and Compliance Training

3 Hour Virtual Course



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## COURSE DESCRIPTION

This course is specifically designed for participants who have completed the Grantee Fundamentals course, providing them with the skills and tools needed to train their staff and offices in critical areas of grants management. Building on the foundational knowledge from the Grantee Fundamentals course, which covered Introduction to Grants Management, Proper Contract Awarding and Monitoring, and What to Do When the Auditor Arrives, this session will help participants consolidate these key concepts and effectively deliver them to their teams. The course will focus on adult learning principles, interactive training techniques, and strategies for adapting content to meet specific organizational needs. Through practical exercises and real-world scenarios, attendees will gain confidence and competence in training others, ensuring consistent application of best practices across their organizations.

## WHAT YOU WILL LEARN:

After successful completion of this course, participants will be able to:

- Summarize and communicate the key principles and best practices from the Grantee Fundamentals course to their staff and colleagues.
- Apply adult learning principles and interactive training techniques to enhance engagement and retention in their training sessions.
- Develop customized training plans tailored to the unique needs of their organization and its public health service mission.
- Utilize practical tools and resources to facilitate effective learning and ensure compliance with grant management, contract monitoring, and audit preparedness.
- Build confidence in addressing questions and leading discussions on complex compliance and grants management topics.

## WHO SHOULD ATTEND

This seminar is ideal for leaders, managers, trainers, and other designated staff from community-based organizations focused on public health services who have participated in the Grantee Fundamentals course. It is especially suited for those tasked with training their teams and ensuring that vital compliance knowledge is effectively communicated and consistently applied within their organizations.

**September 20, 2024**

**3 CPE Credit Hours**

**Virtual Delivery**

**Puerto Rico**

**Contact: Dulce Mendoza**

**SEND EMAIL**

[info@pitiviti.org](mailto:info@pitiviti.org)

**ADD TO CALENDAR**

<https://evt.to/eedahhamw>

## TUITION FEES

With funding from the Association of State and Territorial Health Officials (ASTHO), courses are available free of charge to Puerto Rico Department of Health personnel and recipients of grants from the Puerto Rico Department of Health. The course fee is waived and there is no cost to register and to attend. If you have any questions, please contact [info@pitiviti.org](mailto:info@pitiviti.org).

## COURSE DATE AND TIME

This course will take place on September 20, 2024. Specific training time is below:

Puerto Rico	September 20, 2024	8:00 a.m. – 11:00 a.m.
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## INSTRUCTOR

### Seitu Stephens

Seitu Stephens, JD, is a highly skilled professional with extensive experience in grants management, legal guidance, and risk assessment. He earned his Juris Doctorate from Widener Law School Institution in 2006 and a Bachelor of Science in History from Lincoln University in 2000. Seitu has a proven track record of providing executive-level officials with sound legal advice, particularly in employee management, conflict mediation, and compliance with state and federal laws and regulations. His expertise in federal and state ethics regulations is complemented by his ability to train employees on ethical and effective disciplinary procedures at all levels.

As Chair of the Chester County Community Block Grant Administrative Board, Seitu oversees the allocation and management of block grant funds, ensuring compliance with federal guidelines and fostering collaboration among government entities, community organizations, and the public. He is a leading subject matter expert in evaluating project proposals, guiding grant recipients, and promoting transparency in fund administration.

As the Secretary of the Board of Trustees and Chair of the Sub-Committee on Grant and Private Funding at Imhotep Charter STEM Institute, Seitu excels in administrative support, governance, and fundraising. He manages board communications, maintains accurate records, and ensures compliance with organizational policies. Additionally, he identifies funding opportunities, prepares grant proposals, and cultivates relationships with private donors to advance the institute's educational initiatives.

Seitu's subject matter expertise is extensive and includes regulations such as 2 CFR 200 A - D, audit preparation for single and program audits, OIG training and best practices, sub-award monitoring, cost principles (2 CFR 200 E, FAR 31.2, & 45 CFR 75 Appendix IX), and performance measurement for federal employees and recipients. He is also well-versed in ethics and OPM best practices and possesses strong public speaking and professional writing skills tailored for federal employees. His professional affiliations include being a National Grant Management Association member since May 2024.

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