



Training Tips For

Department of Religious Education, Diocese of Erie

#1

May 10, 2011

PDS Formation

Greetings and welcome to our first PDS Formation training newsletter.

Goal: You are ready to roll for 2011 - 2012!!!

Objectives: 1) to get reliable and useful information into Formation
2) to feel comfortable that you can get from Formation all of the information you need to make the administrative part of your work more productive and less taxing.
3) (for those who are new to the computer) to make the computer your friend.
4) to electronically update diocesan information 3 or 4 times a year.

Strategy: We are going to focus our training efforts in small byte size pieces (this is a computer geek joke). We will try to provide you with small steps that will allow you to achieve the goal without feeling overwhelmed. You will need to work with us through this process. This is like growing a garden - if you wait until August to plant you can feel pretty sure that the harvest will be small.

BEFORE you put any data in PDS Formation

**Get a three ring binder – Label it PDS Formation!
Put this Training Tip in!**

Good pre-planning will make organizing your data in PDS Formation smooth and easy!!

*****DO NOT SKIP THIS STEP*****

PRE-PLANNING Step:

Two important questions to ask yourself: (and your Religious Education Board if you have one) What information do I use on a daily basis to run the religious education program?

Examples might be:

class lists, grade lists, catechists' lists, sacramental preparation lists mailing labels or envelopes for parents, catechists and students and/or lists of those who have email addresses

Collect copies of all your lists, letters etc. in your binder

What information have you always wanted to know but could never get before?

Examples might be:

How many single parent families do I really have? How many kids live in a particular zip code / school district? How many religiously mixed families are there in my program?

Create a special page in your binder to list these kinds of questions.

more to come soon...