

## New Mexico Training Associates Program

### What is it?

The New Mexico Training Associates (NMTA) program at Partners for Employment (PFE) is an annual **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 may deliver their presentations at PFE's annual *Reaching New Heights in Supported Employment* conference.

The program is offered virtually and is open to candidates who work anywhere within New Mexico.

### 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 or School-to-Work community.
- Learn practical PowerPoint and conference presentation skills.
- Gain confidence in public speaking.
- Receive a cash stipend OR a scholarship to attend a National Conference upon successful completion of the
- program milestones.

### Specific Eligibility Requirements

#### Fulfill the below requirements

OR

#### fulfill the below requirements

- Associates must have successfully completed the College of Employment Services (CES) and/or obtained an CESP credential, CRC or ACRE certificate.
- Associates must have a minimum of 1 year of experience working in Supported Employment or School-to-Work Transition.

- 3+ years lived experience navigating disability employment or education systems.

- Associates need to be able to commit 6-10 hours/month, between September 11 2026 and April 29 2027, to complete 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 in April 2027 at the Santa Ana Star Casino Hotel in Bernalillo, NM. Conference lodging expenses for NMTAs who live more than 75 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 deliver a 60minute presentation on a Supported Employment or School-to-Work Transition topic of your choice at the PFE annual conference.

## Your presentation will need to:

- Address a challenge in the field of Supported Employment or School-to-Work Transition **and** an approach to overcoming this challenge.
- Incorporate one or more of the [ACRE Competencies for Employment Services](#).
- Incorporate accessibility features in its PowerPoint design.
- Invite audience engagement.
- Be accurate in its research and reporting.
- 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 2026 Project SEARCH or APSE (Association of People Supporting Employment First) 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 NM HCA DDSD (New Mexico Health Care Authority Developmental Disabilities Supports Division) or NMDVR (New Mexico Division of Vocational Rehabilitation) are eligible for the conference scholarship only.

To be eligible for these incentives, NMTA participants will need to complete the following milestone activities:

### Milestone #1 - \$500

- Attend the NMTA program orientation meeting on September 16<sup>th</sup>, 2026.
- Attend each of the one and a half-hour training session between September-April, and schedule/attend all one-on-one follow up meetings with PFE mentors once a month.
- Submit a rough draft and final draft of the hour-long presentation by dates specified in the program timeline.
- Complete a virtual/in person practice presentation by dates specified in the program timeline.

### Milestone #2 - \$500

- Deliver the final presentation at the annual *Reaching New Heights in Supported Employment* conference in April 2027 at the Santa Ana Star Casino Hotel in Bernalillo, NM.
- Record the final presentation as an mp4 training video and email it to Amanda V. Cowan & Shiloh Burton by April 29<sup>th</sup>, 2027.

## Program Timeline

### September 2026

Activity	Meeting Date/Due Date
Application Deadline	September 4th
Notification of Program Acceptance	September 11th
<b>Welcome Meeting and Program Orientation (let us meet)</b> Silly icebreakers – laughing yoga? Our Intros Let Us Meet Quiz Quiz of software, mediums – access/familiarity	Wednesday, September 16th, 3:00-4:30
<b>Online module of ppt presentation/ technical assistance and pre-assessment</b>	Release 9/16, due 9/25

1 paragraph professional and 3-5 slides ppt intro presentation 5 minutes	Due Friday, Sept 25 <sup>th</sup> 3pm
<b>NMTA Cohort Meeting #1: <i>Your Intro and Best Practices for presentations</i></b> <ul style="list-style-type: none"> <li>• Lightning Talks</li> <li>• NMTA/PFE Staff intros</li> <li>• Quizlet ACRE Competencies</li> <li>• Audience Engagement, Clarity, and Accessibility.</li> </ul>	Week of September 28 <sup>th</sup> -Oct. 2nd
<b>October 2026</b>	
<b>Meet with Mentor(s)</b>	Complete by 10/30
<b>Online Module: Audience, Impact and Community</b>	Release 10/02 Due on 10/09 3pm
<b>NMTA Cohort Meeting #2: <i>Impact, Audience Engagement, and Community</i></b> <ul style="list-style-type: none"> <li>• Community Talks/ Lightning Mini presentations</li> <li>• Identifying Where, What, When</li> <li>• Identify Audience/Research</li> <li>• Engagement Techniques</li> <li>• Connection over content/community building</li> </ul>	Week of October 12-16th
<b>Online Module: Thesis Statement</b>	Release 10/16 Due 10/23 at 3pm
<b>NMTA Cohort Meeting #3: <i>Identifying and organizing your ideas pt1</i></b> <ul style="list-style-type: none"> <li>• Thesis Statement</li> <li>• Supporting points, examples, demonstrations</li> </ul>	Week of 10/26-10/30
<b>November/December 2026</b>	
<b>Meet with Mentors(s)</b>	Complete by Nov 13 And 12/11
<b>Online Module: Learning Objectives</b>	Release 10/30, Due by 11/13 3pm
<b>NMTA Meeting #4: <i>Identifying and organizing your ideas pt2</i></b> <ul style="list-style-type: none"> <li>• Title</li> <li>• Learning Objectives</li> <li>• Conclusion/Call to Action</li> </ul>	Week of 11/16-11/20
<b>Online Module: Presentation Outline</b>	Released 11/20, Due by 12/04 by 3pm
<b>NMTA Meeting #5: <i>Outline of presentation</i></b> <ul style="list-style-type: none"> <li>• Content</li> <li>• Feedback</li> <li>• Homework: Make the mini–presentation Due January 8<sup>th</sup></li> </ul>	Week of 12/14-12/18

*What is the mini-presentation: This presentation should be ~ 5- 10 minutes long and cover the first 5-10 minutes of your whole presentation. Use this as practice for you whole presentation!*

**Online Module: PPTX and Visual Communication**

Release on 12/18, due by 01/08

**January 2027**

<b>Meet with Mentor(s)</b>	Complete by Jan 8th
<b>NMTA Cohort Meeting #6: <i>Visual Communication of Ideas – Images and ideas into PowerPoint</i></b> <ul style="list-style-type: none"> <li>Resources: PowerPoint template, How-to-Guide</li> <li>Homework following meeting: Create first 8 slides of your choice</li> <li>Practice your presentation</li> </ul>	Week of 01/11-01/15
<b>Schedule Mini Presentations in the community</b>	
<b>NMTA Cohort Meeting #7: <i>Practice your mini presentations</i></b>	Week of 01/25-29
<b>February 2027</b>	
<b>Research conference/presentation proposals</b>	Complete by Feb 5th
Meet with Mentors	Complete Feb 12 <sup>th</sup> and 26 <sup>th</sup> (two meetings this month!)
<b>NMTA Cohort Meeting #8: <i>Public Speaking and Presenting: Tips from NMTA Alumni</i></b>	Week of Feb 8-12th
<b>Online Module: Self Reflection</b>	Release 2/12 Due 2/19
<b>NMTA Cohort Meeting #9: <i>Guided Self Reflection</i></b>	Week of Feb 22-26
<b>March 2027</b>	
<b>Meet with Mentors(s)</b>	Complete by March 12 and March 26 <sup>th</sup> (two meetings this month!)
<b>NMTA Meeting #10a: Practice, Polish and Present</b>	Week of March 8-12

**NMTA Meeting #10b: Practice, Polish and Present**

Week of March 22-26

**April 2026**

**Meet with Mentor(s)**

Complete by April 2nd

**NMTA Meeting #11:  
Present at PFE Reaching New Heights  
apply for a national conference –**

**NMTA Meeting #12: Course  
Evaluation/Feedback/Celebration**

Week of April 26-30

# APPLICATION FORM



**DUE SEPTEMBER 4<sup>TH</sup>, 2026 TO SHILOH BURTON @ [shilburton@salud.unm.edu](mailto:shilburton@salud.unm.edu) or AMANDA COWAN @ [avcowan@salud.unm.edu](mailto:avcowan@salud.unm.edu)**

## PERSONAL INFORMATION

<b>Name (First &amp; Last)</b>	
<b>Email:</b>	
<b>Mailing Address:</b>	
<b>Preferred Phone number to reach you</b>	
<b>County of Residence</b>	

## DISCLOSURES AND AGREEMENTS

Participation in NMTA requires 6-10 hours of time per month between September 11<sup>th</sup>, 2026 and April 29<sup>th</sup>, 2027. Part of this time will be in meetings with your FY27 NMTA Cohort (two 1/5 hour meetings monthly 3 hours total) and part will be with your mentors, and/or office hours and completing online micro lessons asynchronously. The cohort 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, developing and **practicing** your presentation. You will also need to commit to attend the Partners for Employment Reaching New Heights in Supported Employment conference in April 2027, 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.

<b>Signature:</b>		<b>Date:</b>	
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The stipend or 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.

<b>Signature:</b>		<b>Date:</b>	
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## Experience

We are interested to know your level of experience so that we may support you on your professional development. We will use this information to place you with a mentor who best aligns with your experience.

1. What is your experience with public speaking and/or developing presentations?

\_\_\_\_\_ none \_\_\_\_\_ a few times/it's been a while \_\_\_\_\_ Often/Frequently.

2. What is (if any) your experience leading trainings?

\_\_\_\_\_ none \_\_\_\_\_ a few times/it's been a while \_\_\_\_\_ Often/Frequently.

3. How familiar are you with designing trainings and/or presentations?

4. \_\_\_\_\_ Not Familiar \_\_\_\_\_ somewhat familiar \_\_\_\_\_ very familiar

**Please type your responses in the boxes below each question.**

5. How can we best support you throughout this fellowship? ie. Describe your communication preferences, learning styles, time management, accommodations needed.

6. What are you hoping to gain from being an NMTA?

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

2. **What does your community need? Who might you impact?** What are some of the communities you belong to and what do they need to be better with School-to-Work and/or Supported Employment? What are some valuable, unique way(s) of meeting these needs? Please be as specific as possible.

3. **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.

4. **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.

5. **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.

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

Please email your completed application to Shiloh Burton at [shlburton@salud.unm.edu](mailto:shlburton@salud.unm.edu) and Amanda Cowan at [avcowan@salud.unm.edu](mailto:avcowan@salud.unm.edu) by 3 pm September 4th, 2026.