

PARTNERS FOR EMPLOYMENT

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

- Associates must have successfully completed the College of Employment Services (CES) 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 6-10 hours/month, between August 29th, 2025 and April 30th, 2026, 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 2026 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 deliver a 60-minute presentation on a Supported Employment or School-to-Work Transition topic of your choice 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 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 10th, 2025.
- Attend each of the one and a half-hour training sessions 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 2026 at the Santa Ana Star Casino Hotel in Bernalillo, NM.

Program Timeline

August/September 2025	
Activity	Meeting Date/Due Date
Application Deadline	August 15 th
Notification of Program Acceptance	August 29 th
Welcome Meeting and Program Orientation (let us meet) Silly icebreakers – laughing yoga? Our Intros Let Us Meet Quiz Quiz of software, mediums – access/familiarity	Wednesday, September 10, 3:00-4:30

Timeline/syllabus Questions	
Online Module of pptx/presentation technical assistance Pre-assessment	Release 9/10 – due to be completed 9/19
1-paragraph professional bio & 3-5 slide pptx intro presentation 5 min	Due Friday September 19 th 3:00 pm
NMTA 2026 Cohort Meeting #1: <i>Your Intro & Best Practices for presentations?</i> <ul style="list-style-type: none"> NMTA/ PFE Staff Intros Quizlet ACRE competencies Audience, Engagement, Clarity, Accessibility 	Week of Sept 22-26
October 2025	
Online Module: Audience, Impact, Community	Release 9/26 – Due 10/3
NMTA 2025 Cohort Meeting #2: Impact, Audience, Engagement & Community <ul style="list-style-type: none"> Remind January lightning talks & identifying where/what/when) Identify Audience – research Engagement Techniques Connection over content & community building (Introduce January mini presentation & identifying where/what/when) 	Week of Oct 6-10
Online Module Thesis Statement	Release 10/10 Due 10/24
NMTA 2025 Cohort Meeting #3: <i>Identifying and Organizing your Idea and Supporting Points pt 1</i> <ul style="list-style-type: none"> Thesis Statement Supporting Points, Examples, Demonstrations 	Week 10/27-31
November/ December 2025	
Module Learning Objectives	Release 10/31 Due 11/14
NMTA 2025 Cohort Meeting #4: <i>Identifying and Organizing your Idea and Supporting Points pt 2</i> <ul style="list-style-type: none"> Title Learning Objectives Conclusion 	Nov 17-21
Online Module Presentation Outline	Release 11/21 Due 12/5
NMTA 2025 Cohort Meeting #5: <i>Outline of presentation</i> <ul style="list-style-type: none"> Present content Receive feedback Homework: Make the mini presentation Due 1/9 	Dec 8-12
Online Module pptx TA & Lightning	Release 12/12 Due Jan 9th
January 2026	

Meet with Mentor(s)	Either in December or Jan and complete by Jan 9th
NMTA Cohort Meeting #6: <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 Practice your presentation 	Jan 12-16
Schedule Mini Presentations in the community	
NMTA Cohort Meeting #7: <i>Practice your mini presentations</i>	Jan 26-30
February 2026	
Research conference/presentation proposals	Due Feb 6 th
NMTA Cohort Meeting #8: <i>Public Speaking and Presenting: Tips from NMTA Alumni</i>	Week of 9-13th
Online Module: Self Reflection	Release 2/13 Due 2/20
NMTA Cohort Meeting #9: <i>Guided Self Reflection</i>	Week of Feb 23-27
March 2026	
NMTA Meeting #10a: Practice, Polish and Present	Week of March 9-13
NMTA Meeting #10b: Practice, Polish and Present	Week of March 23-27
April 2026	
NMTA Meeting #11: Present at PFE Reaching New Heights apply for a national conference – PFE: Reaching New Heights Conference	
NMTA Meeting #12: Course Evaluation/Feedback/Celebration	Week of April 27-May 1st

APPLICATION FORM

Due August 15, 2025 to Shiloh Burton @ shlburton@salud.unm.edu or Amanda Cowan @ avcowan@salud.unm.edu

PERSONAL INFORMATION

Name (First and Last):	Click or tap here to enter text.
Email:	Click or tap here to enter text.
Mailing Address:	Click or tap here to enter text.
Preferred phone number to reach you:	Click or tap here to enter text.
County of Residence:	Click or tap here to enter text.

DISCLOSURES AND AGREEMENTS

Participation in NMTA requires 6-10 hours of time per month between August 29th, 2025 and April 30th, 2026. Part of this time will be in meetings with your 2026 NMTA cohort (two 1.5 hour meetings/month) and part will be with mentor(s), office hours and/or online micro lessons. 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, and developing your presentation. You will also need to commit to attend the Partners for Employment *Reaching New Heights in Supported Employment* conference in April 2026, 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:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
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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:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
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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 .

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?

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. **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 and Amanda Cowan at avcowan@salud.unm.edu by 3 pm August 15th, 2025.