



MEMORANDUM

To: Adult Education Administrators

From: Mariann Fedele, CALPRO Director

C: Debra G. Jones, Gloria Guzman-Walker, CALPRO PAB Members, CALPRO Staff

Date: April 13, 2009

Re: CALPRO Training-of-Trainers' Institute on Professional Development Modules
(1) For ABE Teachers: *Organizing and Managing ABE Instruction (New)*;
(2) For ESL Teachers: *Organizing and Monitoring Instruction to Improve Learning Gains, Sessions 1 and 2 (Newly Revised)*;
(3) For ABE/ASE/ESL Teachers: *Teaching Critical Thinking, Sessions 1 and 2*;
(4) For Lead Teachers and Administrators: *Mentoring Adult Education Instructors, Sessions 1 and 2*

WHAT, WHERE, and WHEN?

CALPRO will conduct a Training-of-Trainers' (ToT) Institute at the Westin Los Angeles Airport (LAX) hotel on Monday and Tuesday, June 29 and 30, 2009. The purpose of the ToT Institute is to build professional development leadership in the adult education field and develop a cadre of certified trainers to facilitate workshops on CALPRO professional development modules. Based on priorities of the California Department of Education (CDE) Adult Education Office, CALPRO selected modules that assist Adult Basic Education (ABE), Adult Secondary Education (ASE), and English as Second Language (ESL) teachers with their instructional strategies and a module on mentoring to support site-based professional development. The modules are two sessions (3 hours each).

WHICH AGENCIES ARE ELIGIBLE TO PARTICIPATE?

The CDE Adult Education Office encourages adult education programs to promote site-based professional development opportunities for staff. We therefore are inviting **you**, as a program administrator, to nominate appropriate staff members to attend one of the above training-of-trainers' workshops scheduled for June 29-30. Staff members are eligible if your agency received WIA Title II or adult education state apportionment funding from the CDE Adult Education Office during 2008-2009.

WHO SHOULD ATTEND?

The staff member(s) you nominate should be individual(s) that you have seen present workshops and that you can endorse as a **quality facilitator(s)/workshop leader(s)**. Please ensure that the person(s) you nominate will have time available to facilitate workshops for your staff during the 2009-2010 school year or are interested in facilitating a workshop for CALPRO-sponsored statewide or regional events.

WHAT'S IN IT FOR MY AGENCY?

If your agency sends staff to attend the ToT, you will have trained facilitator(s) on your staff who can conduct training and serve as in-house specialist(s) for your staff on the content of the workshop(s) attended.

**WHAT IS THE COST?**

CALPRO will cover the travel costs for all nominees accepted to attend the Training-of-Trainers' Institute. Costs covered include travel (round-trip airfare is covered to a maximum of \$200) and hotel room the night of June 29, if travel is 50 miles or greater one-way between the individual's home and the hotel. CALPRO also will provide breakfast and lunch each day. The only cost to your agency is the time for your nominee(s) to attend the Training-of-Trainers' Institute.

HOW DO I NOMINATE STAFF TO ATTEND THE ToT INSTITUTE?

Review the workshop titles above and select the ones for which you want trained facilitators on your staff. Complete and submit the nomination form(s). Be sure that it is received in the CALPRO office **no later than Tuesday, May 12, 2009**.

CAN I NOMINATE SOMEONE TO ATTEND SEVERAL WORKSHOPS AT THE ToT?

No, workshops run concurrently; therefore, you may nominate only one person per workshop. Nominees may not all be accepted, particularly if we receive more nominations than we can support at a session. Depending on the number of nominations we receive, we will try our best to include at least one attendee from every agency that sends us nominations by the deadline.

HOW WILL NOMINEES BE SELECTED TO ATTEND THE ToT INSTITUTE?

CALPRO can support up to 25 persons for each workshop. We will select attendees from as many regions of the state and from as many agencies as possible to ensure that there are trained facilitators located throughout the state. CALPRO will give priority to participating agencies in the California Department of Education ABE Initiative.

WHEN WILL NOMINEES BE NOTIFIED OF THEIR ACCEPTANCE?

You and your nominees will receive confirmation notices by May 26 in which we provide additional information about the Institute, including meeting logistics.

WHAT ARE EXPECTATIONS OF PARTICIPANTS?

Participants are expected to **attend the entire workshop session** for the topic selected. In addition, all participants are required to attend the session Tuesday afternoon on the topic of facilitation skills. Participants also are expected to be an available facilitator to conduct workshops at the agency, other agencies, or CALPRO organized events.

Please Note: Persons who arrive late or leave early will not be certified as trainers and, therefore, CALPRO will not be able to reimburse their travel costs.

WHAT IS THE SCHEDULE OF TRAINING SESSIONS?

The schedule of sessions appears on the next page.

QUESTIONS?

Call CALPRO toll-free at 1-800-427-1422, or call one of us directly:

Ellen Oka, CALPRO Executive Assistant, at 916-286-8817

Amy Park, CALPRO Research Analyst, at 916-286-8846

Mariann Fedele, CALPRO Director, at 916-286-8824

Please complete and return the attached nomination form.

no later than May 12, 2009, to CALPRO.

You can e-mail it to Ellen Oka at eloka@air.org or fax it to 916-286-8840.

**CALPRO TRAINING-OF-TRAINERS' INSTITUTE AT A GLANCE**

Monday, June 29, 2009		
Time	Session	Room
10:00 a.m.	Sign-In/Coffee & Refreshments	General Session
10:30 a.m.-12:00 p.m.	Welcome and Overview: CALPRO Facilitators Network	General Session
12:00 p.m.-12:45 p.m.	Lunch	General Session
1:00 p.m.-4:00 p.m.	Module Session 1 (1) For ABE Teachers: <i>Organizing and Managing ABE Instruction (New)</i> ; (2) For ESL Teachers: <i>Organizing and Monitoring Instruction to Improve Learning Gains (Newly Revised)</i> (3) For ASE/ABE/ESL Teachers: <i>Teaching Critical Thinking</i> (4) For Lead Teachers and Administrators: <i>Mentoring Adult Education Instructors</i>	Multiple Breakout Rooms
4:00 p.m.-4:15 p.m.	Break	
4:15 p.m.-5:30 p.m.	Discussion of Module Materials, Schedule for the Next Day, and Wrap-Up	Multiple Breakout Rooms

Tuesday, June 30, 2009		
Time	Session	Room
8:00 a.m.	Continental Breakfast	General Session
8:30 a.m.-11:30 a.m.	Module Session 2 (1) For ABE Teachers: <i>Organizing and Managing ABE Instruction (New)</i> ; (2) For ESL Teachers: <i>Organizing and Monitoring Instruction to Improve Learning Gains (Newly Revised)</i> (3) For ASE/ABE/ESL Teachers: <i>Teaching Critical Thinking</i> (4) For Lead Teachers and Administrators: <i>Mentoring Adult Education Instructors</i>	Multiple Breakout Rooms
11:30 a.m.-12:00 p.m.	Discussion of Module Materials	Multiple Breakout Rooms
12:00 p.m.-12:45 p.m.	Lunch	General Session
1:00 p.m.-3:45 p.m.	Facilitation Skills	Multiple Breakout Rooms
3:45 p.m.-4:30 p.m.	Wrap-Up and Evaluation	

**NOMINATION FORM FOR CALPRO TRAINING-OF-TRAINERS' INSTITUTE**

Please return this form **no later than May 12, 2009**, to CALPRO.
E-mail it to Ellen Oka, eoka@air.org, or fax it to 916-286-8840.

Name of Person submitting nominations _____

Title _____

Agency _____

Agency Address _____

City _____ Zip _____

Telephone (____) _____ Fax (____) _____

E-mail Address _____

Module Descriptions

(1) For ABE Teachers: *Organizing and Managing ABE Instruction (New), Sessions 1 and 2*
How can you organize your classroom and instruction for ABE learners? This module provides an overview of evidence-based practice in knowing your learners' skills and grouping strategies of ABE learners.

(2) For ESL Teachers: *Organizing and Monitoring Instruction to Improve Learning Gains, Sessions 1 and 2 (Newly Revised)*
How can you improve and document your learners' learning gains? This module provides strategies for organizing instruction and for monitoring and documenting learner progress. The goal is to familiarize participants with organizing, monitoring, and reflection strategies the teacher can use in class.

(3) For ASE/ABE/ESL Teachers: *Teaching Critical Thinking, Sessions 1 and 2*
Want to help your learners with problem solving and decision-making? Learn how to help your learners become better critical thinkers. Help move them beyond simple knowledge to greater understanding of what you are teaching. Session 1 demonstrates methods for teaching critical thinking skills and for planning instructional activities that encourage and require learners to think critically. Session 2 distinguishes between simple and complex problems and presents the basic steps to problem solving and decision-making. You will explore strategies for helping your learners apply critical thinking to their lives both in and out of the classroom.

(4) For Lead Teachers and Administrators: *Mentoring Adult Education Instructors, Sessions 1 and 2*
Are you interested in mentoring new teachers or those who want to learn new skills? In session 1, you will learn about the various mentoring stages and explore skills and characteristics needed to be successful at each stage. In session 2, you will learn strategies for effective mentoring and practice questioning techniques useful in initiating and facilitating discussion with the mentee.



**1. NOMINATION OF ABE TEACHER FOR
Organizing and Managing ABE Instruction (New)**

Please return this form **no later than May 12, 2009**, to CALPRO.
E-mail it to Ellen Oka, eoka@air.org, or fax it to 916-286-8840.

Name _____

Position/Title _____

Agency _____

Agency Address _____

City _____ Zip _____

Preferred mailing address, if different from above _____

City _____ Zip _____

Daytime Telephone Number (_____) _____ Fax (_____) _____

E-mail Address _____

Alternative E-mail (Optional) _____

Check this box if nominee has not attended a CALPRO Training-of-Trainers' Institute.

Select only one:

This nominee has facilitated fewer than 3 CALPRO or other face-to-face workshops.

This nominee has facilitated 3 to 5 CALPRO or other face-to-face workshops.

This nominee has facilitated more than 5 CALPRO or other face-to-face workshops.

Accommodations

Does the nominee need a hotel guest room for the night of Monday, June 29, 2009?

No, he/she does not qualify to have CALPRO provide a hotel guest room because he/she lives less than 50 miles from the Westin LAX, 5400 West Century Blvd, Los Angeles, CA 90045.

Yes, he/she lives 50 miles or greater from the Westin LAX and needs a guest room for the night of June 29.

CALPRO will confirm receiving your agency's nomination form(s). By May 26, CALPRO will notify the administrator submitting the nomination which nominees have been accepted to attend the Training-of-Trainers' Institute. CALPRO will send a confirmation to the nominee with additional information about the training. Nominees should not make travel arrangements until CALPRO confirms their registration.



2. NOMINATION OF ESL TEACHER FOR

Organizing and Monitoring Instruction to Improve Learning Gains (Newly Revised)

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Name _____

Position/Title _____

Agency _____

Agency Address _____

City _____ Zip _____

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City _____ Zip _____

Daytime Telephone Number (_____) _____ Fax (_____) _____

E-mail Address _____

Alternative E-mail (Optional) _____

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**3. NOMINATION OF ASE/ABE/ESL TEACHER FOR
Teaching Critical Thinking**

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Position/Title _____

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E-mail Address _____

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**4. NOMINATION OF LEAD TEACHER OR ADMINISTRATOR FOR
*Mentoring Adult Education Instructors***

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Name _____

Position/Title _____

Agency _____

Agency Address _____

City _____ Zip _____

Preferred mailing address, if different from above _____

City _____ Zip _____

Daytime Telephone Number (_____) _____ Fax (_____) _____

E-mail Address _____

Alternative E-mail (Optional) _____

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