

Sponsor Professional Development for Your Staff

The California Department of Education (CDE) and CALPRO encourage local adult education agencies to use research-based workshops for site-based professional development opportunities for their staff. CALPRO adult education workshops are available to CDE Adult Education Office funded agencies.

What workshop topics are available to my staff?

The CALPRO Web site lists all the workshops available through CALPRO: www.calpro-online.org/training.asp (see next page). Research-based workshops specific to ABE, ASE, and ESL content are available, as well as workshops related to good instructional practice important for all content areas. Examples include *Learner Goal Setting*; *Enhancing Learner Persistence*; *Effective Lesson Planning*; *Designing Programs for Adults with Learning Disabilities*; and many more. Workshops addressing the specific needs of administrators include *Managed Enrollment* and *The Administrator as Instructional Leader*.

How can I identify facilitators to conduct workshops at my agency?

Over the past nine years, CALPRO has trained more than 300 California adult educators to deliver professional development workshops on various topics. First, determine the workshop(s) that you want to offer at your agency. Then contact CALPRO Research Analyst Amy Park at 800-427-1422 x3 (toll-free in California), 916-286-8846, or apark@air.org and tell her the workshop title(s). She will contact the facilitators trained to conduct the workshop and provide you with the name and contact information of the facilitator. The facilitator will then contact you directly to discuss logistics.

Who pays the workshop facilitator and what is a reasonable amount?

Suggested methods of paying for the workshop facilitator's honorarium and travel are by your agency, in partnership with another agency, or as a fee-based class. In the past, CALPRO workshop facilitators received a \$250 honorarium for a three-hour (half-day) workshop, plus travel costs, if needed. We encourage administrators to adhere to the same fee structure.

Who is responsible for the logistics?

CALPRO recommends that the administrator identify a staff person to handle the logistics of organizing workshops. This staff member would be responsible for scheduling workshops, duplicating materials, and setting up audiovisual and other equipment. All workshops require an LCD projector, laptop computer, and screen. The workshop facilitator(s) will bring a flash drive of the PowerPoint slides. It is also helpful to have available a flipchart, dry erase board, or a chalk board. In some cases, a workshop includes a brief video (e.g., *Using Questioning Strategies*; *Designing Programs for Adults with Learning Disabilities*; *Managing the ESL Multilevel Class*; *Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom*, etc.). Be sure to ask the workshop facilitator if you need to have internet access and/or a TV/VCR/DVD available for the workshop.

After I arrange a workshop date, how do I get workshop materials?

All certified CALPRO workshop facilitators have access to materials for the workshop(s) on which they have been trained. We recommend that you have a staff person obtain a copy of the participants' handout packet from the facilitator and make copies for the number of staff members you anticipate will attend the workshop.

What can agencies do to ensure getting maximum benefits from professional development activities?

CALPRO strongly recommends following proven, sound practices for ensuring that what is learned in the workshop is practiced in the classroom and results in improved student learning. Agencies are encouraged to adopt infrastructures that allow for teachers and administrators to collaborate over time to support the *implementation and refinement* of newly learned skills. CALPRO's Professional Learning Communities (PLC) Institute guides teams of agency staff through an in-depth process in planning effective professional development infrastructures. For information about the PLC Institute, contact CALPRO Deputy Director Jacques LaCour at jlacour@air.org or at 650-843-8161.



California Adult Literacy Professional Development Project

800-427-1422 or 916-286-8816

www.calpro-online.org

Available CALPRO Workshops



General Instructional Strategies

Advising the Adult Learner: The Teacher's Role

Differentiating Instruction, Session 1. Introduction to Differentiating Instruction

Differentiating Instruction, Session 2. Strategies for Success

Effective Lesson Planning

Enhancing Learner Persistence

Learner Goal Setting in Adult Education Programs

Project-Based Learning, Session 1. Project Planning

Project-Based Learning, Session 2. Assessing Progress

Research-Based Adult Reading Instruction, Session 1. Alphabets and Fluency

Research-Based Adult Reading Instruction, Session 2. Vocabulary and Comprehension

Student Centered Learning

Teaching Critical Thinking, Session 1. Critical Thinking and Metacognition

Teaching Critical Thinking, Session 2. Problem Solving and Decision Making

Understanding the Adult Learner, Session 1. Adult Learning and Development

Understanding the Adult Learner, Session 2. Facilitating Adult Learning

Using Questioning Strategies to Improve Instruction, Session 1. Questioning Strategies that Improve Cognition

Using Questioning Strategies to Improve Instruction, Session 2. Designing Questioning Strategies

Adult Basic Education/Adult Secondary Education

Math Instructional Strategies, Session 1. Algebra Readiness

Math Instructional Strategies, Session 2. Algebra

Organizing and Managing ABE Instruction, Session 1. Identifying Learners' Needs

Organizing and Managing ABE Instruction, Session 2. Classroom Management Strategies

English as a Second Language

Managing the ESL Multilevel Class, Session 1. Planning a Multilevel Lesson

Managing the ESL Multilevel Class, Session 2. Effective Classroom Strategies

Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection, Session 1

Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection, Session 2

Workforce Transitions

Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom, Session 1. Transferable Skills for the Workplace

Integrated and Contextualized Workforce Skills in the ABE/ASE Classroom, Session 2. Contextualized Instructional Strategies

Integrated and Contextualized Workforce Skills in the ESL Classroom, Session 1. Transferable Skills for the Workplace

Integrated and Contextualized Workforce Skills in the ESL Classroom, Session 2. Contextualized Instructional Strategies

Special Learning Needs

Designing Programs For Adults With Learning Disabilities, Session 1. Understanding Learning Disabilities, Awareness for Adult Educators

Designing Programs For Adults With Learning Disabilities, Session 2. Effective Instructional Strategies

Designing Programs For Adults With Learning Disabilities, Session 3. Planning for Instruction

Distance Education

Madison Heights and Lifelines

Leadership

Creating a Site-Based Professional Development Plan, Session 1. Planning for Results

Creating a Site-Based Professional Development Plan, Session 2. Evaluating Results

Just-in-Time Leadership: Key to Personnel and Legal Issues in Adult Education

Managed Enrollment

Mentoring Adult Education Instructors, Session 1. What You Need to Know

Mentoring Adult Education Instructors, Session 2. What You Need to Do

Mentoring: The Administrator's Role-What Administrators Need to Know and Do to Build a Successful Mentoring Program for Adult Education Instructors

The Administrator as Instructional Leader

Workshop descriptions are available at www.calpro-online.org/training.asp

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