Sponsor Professional Development for Your Staff

The California Department of Education (CDE) and CALPRO encourage local adult education agencies to provide 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 Integrated and Contextualized Workforce Skills for the ABE/ASE Classroom; Integrated and Contextualized Workforce Skills for the ABE/ASE Classroom; Integrated Education and Training; Learner Goal Setting; Enhancing Learner Persistence; Effective Lesson Planning; Evidence Based Writing Instruction; Math Instructional Strategies; and many more. Workshops addressing the specific needs of administrators include Postsecondary Transitions, Managed Enrollment and The Administrator as Instructional Leader.

How can I identify facilitators to conduct workshops at my agency?
Over the past ten 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 Senior Researcher, Dr. Cherise Moore at cmoore@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. CALPRO workshop facilitators typically receive a $350 honorarium for a three-hour (half-day) workshop, plus travel costs, if needed. We encourage administrators to adhere to a similar fee structure for site-based professional development workshops.

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; 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 encourages agencies 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 Director Jacques LaCour at jlacour@air.org.

800-427-1422 or 916-286-8816
www.calpro-online.org

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Available CALPRO Workshops

**General Instructional Strategies**
Advising the Adult Learner: The Teacher's Role  
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  
Student Centered Learning  
Teaching Critical Thinking, Session 1. Critical Thinking and Metacognition  
Teaching Critical Thinking, Session 2. Problem Solving and Decision Making  
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**
*Evidence Based Reading Instruction Institute (six face-to-face instructor sessions)*  
*Evidence Based Writing Instruction for ABE/ASE, Session 1*  
*Evidence Based Writing Instruction for ABE/ASE, Session 2*  
*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**
*Evidence Based Writing Instruction for ESL, Session 1*  
*Evidence Based Writing Instruction for ESL, Session 2*  
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*

**Leadership**
Managed Enrollment  
The Administrator as Instructional Leader

**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

**Transitions**
*Integrated Education and Training*  
*Postsecondary Transitions*

**Workforce Skills**
*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*  

*These workshops are offered as a Community of Practice, which includes both online and face-to-face training.*

Workshop descriptions are available at [www.calpro-online.org/training.asp](http://www.calpro-online.org/training.asp)  
California Adult Literacy Professional Development Project  
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