



## MEMORANDUM

To: Adult Education Administrators

From: Mary Ann Corley, CALPRO Director

CC: Debra G. Jones, Wendi Maxwell, John Tibbetts, PDC Managers,  
CALPRO PAB Members, CALPRO Staff

Date: April 25, 2008

Re: CALPRO Training-of-Trainers' Institute on Professional Development Modules:  
(1) *Project-Based Learning*, Sessions 1 and 2 (New!);  
(2) *Research-Based Adult Reading Instruction*, Sessions 1 and 2 (2007);  
(3) *Student-Centered Learning* (New!);  
(4) *Learner Goal Setting* (2005);  
(5) *The Administrator as Instructional Leader* (New!);  
(6) *Becoming a Program of Excellence* (Newly Revised!);  
(7) *Creating a Site-based Professional Development Plan*, Sessions 1 and 2 (2007);  
(8) *Managing the ESL Multilevel Class*, Sessions 1 and 2 (Newly Revised!); and  
(9) *Math Instructional Strategies: Algebra Readiness and Algebra* (Newly Revised!)

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### **WHAT, WHERE, and WHEN?**

CALPRO will conduct a Training-of-Trainers' (ToT) Institute at a Los Angeles Airport (LAX) hotel on Wednesday, Thursday, and Friday, June 25, 26, and 27. The purpose of the ToT Institute is to build capacity for a cadre of adult educators to facilitate workshops on three of the newly created CALPRO professional development modules as well as on newly revised and updated modules from previous years. The modules are listed above in the header to this memo.

### **WHAT DOES THIS MEAN FOR ME/MY AGENCY?**

In past years, CALPRO had asked managers of the nine Professional Development Centers (PDCs) to nominate persons to attend the annual Training-of-Trainers' Institutes, thereby ensuring that each PDC region in the state had trained facilitators to conduct the workshops. This year, however, the nomination process is different. As a result of the 40-percent budget reduction to the CALPRO contract for 2008-2009 and the resulting closure of the nine CALPRO PDCs, regional workshops will no longer be scheduled and hosted by PDCs. The CDE Adult Education Office hopes to encourage adult education programs to move from a regionally based model of professional development toward a model that is site-based. This means that each agency will have greater responsibility for ensuring that its staff members obtain the on-site professional development they need to enhance teaching skills and help learners meet their educational goals. We therefore are inviting **you**, as a program administrator, to nominate appropriate staff members to attend one or more of the above training-of-trainers' workshops scheduled for June 25-27.

### **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 2008-2009 school year.

### **WHAT'S IN IT FOR ME/MY AGENCY?**

If your agency sends a staff member to one or more of the workshops listed above, 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(s) prior to the training sessions attended, if travel is greater than 50 miles 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.

**WHAT'S THE CATCH?**

CALPRO is interested in disseminating these workshops to the field. In the absence of the PDCs, this means a whole new model for disseminating professional development. Therefore, we hope that, if your agency sends staff member(s) to the Institute to become trained facilitator(s) for one or more of the above workshops, you will be willing to offer the workshop at your agency during the next school year and open it up to other agencies in your region so that other adult educators can attend. CALPRO will help by listing the event on our online calendar, capping the number of persons who register, and sending you a registration list so that you will know in advance the number of attendees to expect.

**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 below. Be sure that it is received in the CALPRO office **no later than May 23**.

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

You may nominate only one person per workshop, but you may have one nominee for as many workshops as you like. They 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 May 23 deadline.

**HOW WILL NOMINEES BE SELECTED TO ATTEND THE ToT INSTITUTE?**

CALPRO can support up to 20 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.

**WHEN WILL NOMINEES BE NOTIFIED OF THEIR ACCEPTANCE?**

CALPRO will review your nominations the week of May 27. You and your nominees will receive confirmation notices by June 4 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 topics selected. In addition, all participants who are new workshop facilitators are strongly encouraged to attend the three-hour session on *Presentation and Facilitation Skills for Trainers* on Wednesday, June 25, from 1:00 to 4:00 p.m. Participants also are expected to conduct the workshop for your agency staff sometime during the 2008-2009 school year.

**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.

**ARE THERE SPECIAL SESSIONS FOR ADMINISTRATORS?**

Yes! There are three sessions that administrators may find helpful: *The Administrator as Instructional Leader* (morning session); *Becoming a Program of Excellence* (afternoon session), and *Creating a Site-Based Professional Development Plan* (full-day session). Please ensure that your nominee for these sessions is currently a program administrator.

**WHAT IS THE SCHEDULE OF TRAINING SESSIONS?**

The schedule of sessions appears below.



<b>THREE-DAY INSTITUTE SCHEDULE AT-A-GLANCE</b>			
<b>Room</b>	<b>Wed., June 25</b>	<b>Thurs., June 26</b>	<b>Fri., June 27</b>
Breakout #1	<i>Presentation and Facilitation Skills for Trainers</i>  1:00–4:00 p.m.  (Lunch at 12 Noon)  <b>(Strongly recommended for all <u>new</u> CALPRO workshop facilitators who also will be attending one or more of the workshops on June 26 or 27.)</b>	<i>*Creating a Site-Based Professional Development Plan</i>  8:30 a.m.–4:30 p.m. (Breakfast at 8:00 a.m.)  <b>(*This session is for administrators only)</b>	<i>*The Administrator as Instructional Leader</i>  8:30 a.m.–12 Noon (Breakfast at 8:00 a.m.)  <b>(*This session is for administrators only)</b>
			<i>Becoming a Program of Excellence</i>  1:00–4:30 p.m. (Lunch at 12 Noon)  <b>(*This session is for administrators only)</b>
Breakout #2	<i>Research-Based Adult Reading Instruction</i>  8:30 a.m.–4:30 p.m. (Breakfast at 8:00 a.m.)	<i>Math Instructional Strategies: Algebra Readiness and Algebra</i>  8:30 a.m.–4:30 p.m. (Breakfast at 8:00 a.m.)	<i>Managing the ESL Multilevel Class</i>  8:30 a.m.–4:30 p.m. (Breakfast at 8:00 a.m.)  <b>(For <u>new</u> facilitators)</b>
Breakout #3	<i>Managing the ESL Multilevel Class</i>  8:30 a.m.–4:30 p.m. (Breakfast at 8:00 a.m.)  <b>(Only for current workshop facilitators of this module; New facilitators should attend the session on Friday, June 27.)</b>	<i>Student-Centered Learning</i>  8:30 a.m.–12 Noon (Breakfast at 8:00 a.m.)	<i>Project-Based Learning</i>  8:30 a.m.–4:30 p.m.  (Breakfast at 8:00 a.m.)
		<i>Learner Goal-Setting</i>  1:00–4:30 p.m. (Lunch at 12 Noon)	

**QUESTIONS?**

Call CALPRO toll-free at 1-800-427-1422, or call one of us:  
 Ellen Oka, CALPRO Executive Assistant, at 916-286-8817  
 Mary Ann Corley, CALPRO Director, at 916-286-8824.

Please complete and return the attached nomination form below  
**no later than May 23, 2008**, to CALPRO.

You can e-mail it to Ellen Oka at [eoaka@air.org](mailto:eoaka@air.org) or fax it to 916-286-8840.



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

Please return this form **no later than May 23, 2008**, to CALPRO.  
E-mail it to Ellen Oka, [eoka@air.org](mailto:eoka@air.org), or fax it to 916-286-8840.

Name of Person submitting nominations: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### SESSIONS for WEDNESDAY, JUNE 25, 2008

**Nominees for *Presentation and Facilitation Skills***  
**(Strongly recommended for all new CALPRO workshop facilitators)**  
**(Must be attendees at one of the other workshops during this Training-of-Trainers' Institute)**  
**Wednesday, June 25, 2008, 1:00-4:00 p.m.**  
**(lunch at Noon)**

#1  
Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

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#2  
Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Nominee for *Research-Based Adult Reading Instruction, Sessions 1 and 2***  
**Wednesday, June 25, 2008, 8:30a.m.-4:30 p.m.**  
**(breakfast at 8:00 a.m.; lunch at Noon)**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Please note:** *Managing the ESL Multilevel Class* on Wednesday, June 25, is only for current workshop facilitators of this module; New facilitators should attend the session on Friday, June 27.



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Please return this form **no later than May 23, 2008**, to CALPRO.  
E-mail it to Ellen Oka, [eoka@air.org](mailto:eoka@air.org), or fax it to 916-286-8840.

### CONCURRENT SESSIONS for THURSDAY, JUNE 26, 2008

Name of Person submitting nominations: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

<b>Nominee for <i>*Creating a Site-Based Professional Development Plan, Sessions 1 and 2</i></b> <b>Thursday, June 26, 2008, 8:30 a.m. - 4:30 p.m.</b> <b>(breakfast at 8:00 a.m.; lunch at Noon)</b> <b>(*This session only for administrators)</b>
Name _____ Position/Title _____
Daytime Telephone Number: _____
E-mail Address: _____

<b>Nominee for <i>Math Instructional Strategies: Algebra Readiness and Algebra</i></b> <b>Thursday, June 26, 2008, 8:30 a.m. - 4:30 p.m.</b> <b>(breakfast at 8:00 a.m.; lunch at Noon)</b>
Name _____ Position/Title _____
Daytime Telephone Number: _____
E-mail Address: _____

<b>Nominee for <i>Student-Centered Learning and for Learner Goal Setting</i></b> <b>Thursday, June 26, 2008, 8:30 a.m. - 4:30 p.m.</b> <b>(breakfast at 8:00 a.m.; lunch at Noon)</b>
Name _____ Position/Title _____
Daytime Telephone Number: _____
E-mail Address: _____



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Please return this form **no later than May 23, 2008**, to CALPRO.  
E-mail it to Ellen Oka, [eoka@air.org](mailto:eoka@air.org), or fax it to 916-286-8840.

### CONCURRENT SESSIONS for FRIDAY, JUNE 27, 2008

Name of Person submitting nominations: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Nominee for *\*The Administrator as Instructional Leader and for \*Becoming a Program of Excellence***  
**Friday, June 27, 2008, 8:30 a.m. - 4:30 p.m.**  
**(breakfast at 8:00 a.m.; lunch at Noon)**  
**(\*These sessions only for administrators)**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Nominee for *Managing the ESL Multilevel Class***  
**Friday, June 27, 2008, 8:30 a.m. - 4:30 p.m.**  
**(breakfast at 8:00 a.m.; lunch at Noon)**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Nominee for *Project-Based Learning, Sessions 1 and 2***  
**Friday, June 27, 2008, 8:30 a.m. - 4:30 p.m.**  
**(breakfast at 8:00 a.m.; lunch at Noon)**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_