



Host CALPRO Workshops for Your Region

Support professional development at your site and in your region through research-based adult education workshops. CALPRO workshops are available to all California adult schools and Workforce Investment Act (WIA) Title II funded agencies.

How will CALPRO Support Regionally Offered Workshops?

Over the past eight years, CALPRO has trained more than 300 California adult educators to deliver workshops on various topics. CALPRO will

- Identify and pay for the workshop facilitator's travel and honorarium when your agency hosts a regionally offered workshop
- List the workshop on the CALPRO *Event Calendar* (www.calpro-online.org)
- Advertise the workshop
- Take online registration, if requested
- Make copies of the participant handout packet for the number of registered participants
- E-mail certificates of attendance to participants based on contact information from the sign-in sheet
- Provide blank sign-in sheets and Participant Reaction Forms for facilitators to distribute and collect

Which CALPRO Workshops Will Be Offered Regionally?

The CALPRO Web site lists all workshop titles and descriptions at www.calpro-online.org/training.asp (see also next page). Based on your staff's professional development needs, determine the workshop(s) that you want to host at your agency. CALPRO workshops range from one (3-hour) session to three (3-hour) sessions. The latest workshops CALPRO developed include *Organizing and Managing ABE Instruction* and *Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection*.

Which Agencies/Schools are Eligible to Host a Regionally Offered Workshop?

To be eligible, agencies must be funded by the California Department of Education with Workforce Investment Act (WIA) Title II or adult education funding. Also, the agency should register at a minimum 15 participants.

What are the Responsibilities of the Hosting Agency/Site?

- Open registration to teachers and administrators from other eligible agencies.
- Designate a staff person responsible to handle the logistics of the workshop, i.e., reserving a room, providing parking information, notifying staff of the workshop date and time, etc., who will be available to discuss logistics with the workshop facilitator and CALPRO staff.
- Register at a minimum 15 participants prior to the date of the workshop.
- Provide a LCD projector, laptop computer, and screen. It is also helpful to have a flipchart or a dry erase/chalkboard in the room. (Depending on the workshop content, your agency may also need to have a TV/VCR/DVD and/or document camera available.)

How Can My Agency Request to Host a CALPRO Workshop?

Contact CALPRO Research Analyst Amy Park at apark@air.org, 1-800-427-1422 x3 (toll-free in CA), or 916-286-8846.

Workshops Available Through CALPRO

The following CALPRO-developed workshops are available for agencies that host site-based professional development opportunities for their staff members:

1. *Advising the Adult Learner: The Teacher's Role* (2005)
2. *Creating a Site-Based Professional Development Plan: (1) Planning for Results, and (2) Evaluating Results* (2007)
3. *Designing Programs for Adults with Learning Disabilities: (1) Understanding Learning Disabilities, (2) Effective Instruction Strategies, and (3) Planning for Instruction* (2004)
4. *Differentiating Instruction: (1) Introduction to Differentiating Instruction, and (2) Strategies for Success* (2004)
5. *Effective Lesson Planning* (2005)
6. *English for All* (2004)
7. *Enhancing Learner Persistence* (2005)
8. *Just-in-Time Leadership: Key to Personnel and Legal Issues* (2007)
9. *Learner Goal Setting* (2005)
10. *Madison Heights and Lifelines* (2004)
11. *Managed Enrollment* (2004)
12. *Managing the ESL Multilevel Class: (1) Planning a Multilevel Lesson, and (2) Effective Classroom Strategies* (2008)
13. *Math Instructional Strategies: (1) Algebra Readiness, and (2) Algebra* (2007)
14. *Mentoring Adult Education Instructors: (1) What You Need to Know, and (2) What You Need to Do* (2005)
15. *Organizing and Managing ABE Instruction: (1) Identifying Learners' Needs, and (2) Classroom Management Strategies* (2009)
16. *Optimizing ESL Instructional Planning: Management, Monitoring, and Reflection* (2009), two sessions of the revised version of *Organizing and Monitoring Instruction to Improve Learning Gains* (2004)
17. *Project-Based Learning: (1) Project Planning, and (2) Assessing Progress* (2008)
18. *Research-Based Adult Reading Instruction: (1) Alphabetics and Fluency, and (2) Vocabulary and Comprehension* (2007)
19. *SCANS: How to Manage a SCANS Classroom* (2007)
20. *Student-Centered Learning* (2008)
21. *Teaching Critical Thinking: (1) Critical Thinking and Metacognition, and (2) Problem Solving and Decision-Making* (2005)
22. *The Administrator as Instructional Leader* (2008)
23. *Understanding the Adult Learner: (1) Adult Learning and Development, and (2) Facilitating Adult Learning* (2007)
24. *Using Questioning Strategies to Improve Instruction: (1) Questioning Strategies that Improve Cognition, and (2) Designing Questioning Strategies* (2005)

CALPRO also maintains files of those workshops developed through the ESL Teacher Institute, as follows:

25. *Teacher Training through Video: Cooperative Learning* (1993): (1) *Creating a Cooperative Climate*; (2) *Key Components of Cooperative Learning*; (3) *Jigsaw*; and (4) *Lesson Planning*
26. *Teacher Training through Video: ESL Techniques* (1992): (1) *Beginning Literacy*; (2) *Dialogue/Drill*; (3) *Early Production*; (4) *Focused Listening*; (5) *Information Gap*; (6) *Language Experience*; (7) *Lesson Planning*; (8) *Life Skills Reading*; (9) *Narrative Reading*; (10) *Problem Solving*; (11) *Role Play*; and (12) *Total Physical Response*
27. *Teaching Grammar Communicatively* (1996)
28. *Teaching Pronunciation in Context* (1996)
29. *Writing* (1996)

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