

# Process for Scheduling CALPRO Workshops

As part of a move towards site-based professional development, the California Department of Education is making CALPRO research-based adult education workshops available to all California adult schools and Workforce Investment Act (WIA) Title II funded agencies. The California Department of Education and CALPRO encourage local adult education agencies to use these workshops for site-based professional development opportunities for their staff members. Over the past eight years, CALPRO has trained more than 300 California adult educators to deliver professional development workshops on various topics. These facilitators are available at your request to help you ensure that your teaching staff continues to grow professionally.

## How can my school sponsor CALPRO workshops?

Administrators and teachers know best the kinds of professional development needed at their site. The administrator's role is to determine which workshops to offer during the upcoming year. CALPRO recommends that the administrator identify a staff person responsible to handle the logistics of organizing professional development workshops. This staff member would be responsible for scheduling workshops, duplicating materials for the workshops, and setting up audiovisual and other equipment. Paying for the workshop facilitators' travel and honoraria, either by your own agency, in partnership with another agency, or as a fee-based class, can be managed locally by the administrator. CALPRO staff will help you identify workshop facilitators, and the facilitators will provide you with one set of reproducible workshop materials.

## 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](http://www.calpro-online.org/training.asp) (see also the reverse side of this sheet). 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*; *Student-Centered Learning*; *Project-Based Learning*; *Effective Lesson Planning*; *Designing Programs for Adults with Learning Disabilities*; and many more. Workshops addressing the specific needs of administrators include *Key to Personnel and Legal Issues*; *The Administrator as Instructional Leader*; and *Creating a Site-Based Professional Development Plan*.

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

First, determine the workshop(s) that you want to host 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](mailto: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.

## What is a reasonable amount to pay workshop facilitators?

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. The current state mileage reimbursement rate is \$0.55 per mile.

## 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 workshop participants' handout packet from the facilitator and make copies for the number of staff members you anticipate will attend the workshop. All workshops require either a) an LCD projector, laptop computer, and screen, or b) an overhead projector and a screen. The workshop facilitator(s) will bring either a flash drive of the PowerPoint slides or overhead transparencies, whichever visual is the appropriate format for your site. It is also helpful to have available a flipchart or a chalk board. In some cases, a workshop includes a brief video (e.g., *Questioning Strategies*; *Designing Programs for Adults with Learning Disabilities*; *Managing the ESL Multilevel Class*; etc.). Be sure to ask the workshop facilitator if you need to have a TV/VCR/DVD available for the workshop.

**Thank you for inviting CALPRO Workshop Facilitators to your site!  
Please contact us if you have questions about hosting workshops on-site.**

**CALPRO Office  
2151 River Plaza Drive, Suite 320  
Sacramento, CA 95833  
800-427-1422 or 916-286-8816**



# 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)

**Resource Guides available on the CALPRO Web site ([www.calpro-online.org](http://www.calpro-online.org)) include the following:**

*ABE New Teacher Resource Guide*  
*ESL New Teacher Resource Guide*  
*Adult Education Administrator's Guide*  
*Health Literacy Reference Guide*  
*Shaking the Funding Tree*  
*Success for Small Adult Schools: A "How-to" Guide for Administrators*

