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Eric D. Fingerhut, Chancellor

Board of Regents

University System of Ohio

# Professional Development Catalog

## FY 2011



The State ABLE Program of the Ohio Board of Regents recognizes that the success of ABLE programs and ultimately the success of our students rests with well-trained, innovative staff. The staffs of ABLE programs have a strong commitment to assist students in succeeding in their goals. In addition, they are offered a wide variety of opportunities for professional growth and development to meet that end. We hope this resource helps guide the decisions to meet the challenges of preparing ABLE students for all that they can be.

Many of the required trainings will be offered at either the Fall PD day (November 11, 2010) or the Spring PD day (April 8, 2011) at a minimum. A wide variety of other trainings and alternative trainings are also available.

**Please note:**

Other PD sessions, both face-to-face and alternative, are added to the training calendar throughout the year. Please check the Calendar of Events on [www.ohioable.org](http://www.ohioable.org) or directly at [http://mercury.educ.kent.edu/database/rcn/calendar\\_results.cfm](http://mercury.educ.kent.edu/database/rcn/calendar_results.cfm). Contact the RCN with questions.



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## Required Trainings

### *New Staff Orientation*

#### **New Administrators' Orientation** (5 hours)

This training is required for all new program administrators. This training includes information on using the ABLÉ grant as a business planning tool, understanding fiscal requirements, monitoring the grant, using the professional development system, and preparing other required reports.

**Required of all new administrators within one year of hire.**

**Administrator Standards Addressed:** This course mainly addresses Standards 3 and 4 of the practitioner standards for Administrators

**FY11 Offering:** August 6

#### **New Staff Orientation** (5 hours - Online)

The New Staff Orientation (NSO) for administrators, support staff, and teachers is offered only online. Registrants are provided with a username and access to the training. Modules include: (1) The ABLÉ System, (2) ABLÉ Students, (3) Student Experience Model, (4) Accountability, (5) Program Operations, and (6) Professional Development. Specific assignments are to be completed using the information and web resources provided within the training. Some of the assignments involve cooperation with the new staff member's supervisor. **Computer with Internet access is required. Required of all new staff including Administrators within one year of hire.**

**Practitioner Standards Addressed:** This course addresses many of the practitioner standards for Administrators, Teachers and Support staff

**FY11 Offering:** ongoing

#### **New Teacher Orientation** (5 hours)

The New Teacher Orientation is a networking session. Participants will discuss topics covered in the online New Staff Orientation (see above description). The emphasis in this session will be the practical implementation of this knowledge and information within the ABLÉ local programs.

**Required of all new instructional staff within one year of hire.**

**Teacher Standards Addressed:** This course addresses many of the practitioner standards for Teachers.

**FY11 Offerings:** **NERC** - August 20, October 9, February 12, March 11; **SWRC** - September 17, March 18; **C/SERC** - September 11, September 17, April 1, April 2; **NWRC** - July 22, October 23, March 4

## *Learning Disabilities*

### **Serving Adults with Disabilities** (5 hours)

This workshop is an opportunity to discuss how ABLE programs effectively serve students with disabilities. Participants discuss definitions of learning differences, difficulties, and disabilities, as well as legal implications of serving students with disabilities. There is a review of learning disability screening instruments as recommended by Ohio ABLE's Special Needs Steering Committee and the program's LD Policy Guide. Attendees will also preview elements of *Learning to Achieve*, the updated learning disability series for instructors and support staff. **Required of all new Program Administrators.**

**Administrator Standards Addressed:** 1.3.1, 2.1.1, 2.2.1, 2.3.3, 2.3.5, 3.3.2, 4.1.1

**FY11 Offerings:** November 11 (Fall PD Day); April 8 (Spring PD Day)

### **Introduction to Learning to Achieve** (5 hours)

Updated from *Bridges to Practice*, *Learning to Achieve* is a research based training from the National Institute for Literacy that focuses on serving students with learning disabilities. This series of videos covers: Definition of Learning Disabilities, Self Determination, Legal Issues, Screenings, and Accommodations. *NOTE: This online training will be available January, 2011. Until then, new instructors will continue accessing the current Learning Disabilities training available through the Alternative Delivery online registration system, posted as LD Video Training (LD 101 & 201). The online LD Videos cover definitions, screenings, legal information, and an introduction to instructional strategies.*

**Teacher Standards Addressed:** 1.1.1, 1.1.3, 1.1.4, 1.2.2, 2.1.1, 2.1.3, 2.1.4, 2.3.1, 4.2.2

**Support Staff Standards Addressed:** 2.1.1, 2.2.1, 2.2.2, 2.2.3, 2.3.2, 2.3.4, 2.4.2, 3.2.2

**FY11 Offerings:** Alternative Delivery until January 2011; then Online training

### **Learning to Achieve** (5 hours)

This face-to-face session uses *Learning to Achieve* to provide information for instructors and support staff who work directly with students. Instructional strategies, materials, software, resources, adaptations, and accommodations are emphasized. Instructors will have an opportunity to review materials, practice strategies, and use accommodations. Additionally, instructors have an opportunity to plan lessons and leave with practical, hands-on material to readily use in their classrooms. ***Prerequisite: For FY2011 only, completion of Introduction to Learning to Achieve is not required prior to attending this training.***

**Teacher Standards Addressed:** 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.2.1, 1.2.2, 3.2.2, 3.3.1, 3.3.2, 3.4.2, 3.5.3

**Support Staff Standards Addressed:** 2.2.1, 2.2.2, 2.2.3, 2.3.4, 2.4.2, 3.2.2

**FY11 Offerings:** November 11 (Fall PD Day); April 8 (Spring PD Day); also available upon request from C/SERC with a minimum of 10 attendees

## Trainings Required of All Programs

### **Ohio ABE Technology Standards: Level 1**

This “train-the-trainer” workshop is designed for the Local Program Technology Point Person (TPP). The training will provide participants with an overview of 1) the contents of the state-approved training manual for the Level I Standards, 2) the steps for producing a local technology training plan, and 3) the expectations for serving as their program's Technology Point Person. Guidance will be provided for local training options and follow-up support available from the RCN for implementing local technology training initiatives.

**Administrator Standards Addressed:** 3.1.1

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**FY11 Offerings:** Available upon request

## Trainings Required of Staff based on Duties

### **Beginning ABLELink**

All staff working with ABLELink need to attend this training to familiarize themselves with the correct procedures for input. All ABLELink staff must complete this training within six months of hire. This training is designed for **the data entry and program manager personnel**. It will include information about how to manage your program data, ABLELink basics, and beyond. Also, additional information about data use and reporting will be covered.

**Support Staff Standards Addressed:** 1.1.1, 1.1.2, 1.1.4, 3.2.2, 3.2.3

**FY11 Offerings:** Available upon request from OLRC; may be on-site

### **BEST Plus Training** (5 hours)

The BEST Plus Training prepares participants to administer and score the test. The participants are provided an overview of the development and purpose of the test, opportunities to practice delivery and scoring. The training also provides clarification of administration and scoring issues. The training is **required** for anyone who will administer the BEST Plus test.

**Administrator Standards Addressed:** 2.3.5, 3.3.3, 4.1.1;

**Teacher Standards Addressed:** 2.1.1, 2.1.2, 2.3.1, 2.3.3, 3.1.4, 4.1.4;

**Support Staff Standards Addressed:** 2.3.1, 2.3.2, 3.1.1, 3.2.2, 4.1.2

**FY11 Offerings:** August 19; November 11 (Fall PD Day); April 8 (Spring PD Day); also available upon request from NERC

### **CASAS** (Alternative Delivery)

Agencies must complete this online training prior to ordering and administering most CASAS (Comprehensive Adult Student Assessment Systems) tests. Participants learn how to administer CASAS tests, interpret test results, and use curriculum support materials to enhance instruction.

**Teacher Standards Addressed:** 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.3, 2.3.1, 3.2.2

**FY11 Offering:** ongoing

**EL/Civics Online** (Approximately 15 hours total - Alternative Delivery)

This training is required of new staff teaching EL/Civics. This series of online courses will assist teachers in creating interesting, effective ESOL lessons in the areas of U.S. History, U.S. Government, Civic Engagement, and The Naturalization Process. The four courses, including the Foundations Course, must be completed within one year of hire. *If ESOL teachers must prioritize trainings within the first year, this training takes priority over the LD training. Contact NERC for details.*

**Teacher Standards Addressed:** 1.2.1, 3.1.1, 3.3.1, 3.5.1, 3.5.2, 3.5.3, 4.1.3, 4.1.4, 4.1.5, 4.2.2  
**FY11 Offering:** ongoing through NERC

**ESOL Basics** (5 hours)

This training provides information about the characteristics of adult learners, the factors that affect language learning, and the principles of language acquisition. Participants will be provided with a variety of ways to teach the four language skills of speaking, listening, reading, and writing.

**Required for all teachers new to ESOL.** *(If ESOL teachers must prioritize trainings within the first year, this training takes priority over the LD training.)*

**Teacher Standards Addressed:** 1.2.1, 1.2.2, 3.1.1, 3.1.2, 3.1.3, 3.2.2, 3.3.1, 3.4.1, 3.5.1, 4.1.4  
**Support Staff Standards Addressed:** 2.1.1, 2.2.1, 2.2.3, 2.3.4, 2.4.2  
**FY11 Offerings:** November 11 (Fall PD Day); April 8 (Spring PD Day)

**TABE CLAS-E** (6 hours)

This training is for staff who will administer the new TABE Complete Language Assessment System - English (CLAS-E) to ESOL students.

**Administrator Standards Addressed:** 2.3.5, 3.3.3, 4.1.1  
**Teacher Standards Addressed:** 2.1.1, 2.3.1, 2.3.3, 3.1.4, 4.1.3, 4.1.4  
**Support Staff Standards Addressed:** 2.3.1, 2.3.2, 2.3.4, 4.1.2  
**FY11 Offering:** August 10, 2010 in Columbus

**TABE Fundamentals** (2.5 hours - Alternative Delivery)

This alternative delivery professional development activity may be done individually or in a group. This training is designed to provide practitioners with the information needed to correctly administer the TABE 9 and 10 tests. Practice in analyzing test scores and informing instruction will be emphasized. Recommended for anyone administering the TABE test.

**Teacher Standards Addressed:** 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.3, 2.3.1, 3.2.2  
**FY11 Offering:** Ongoing

**Training for Distance Learning Teachers** (Alternative)

This training is designed for adult educators interested in preparing to offer classes at a distance for ABE, ASE, or ESL adults. This course will provide the skills and knowledge for teaching students at a distance. *Required for all teachers new to distance education.*

**Teacher Standards Addressed:** 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.3, 2.3.1, 3.2.2  
**FY11 Offering:** Ongoing

## Other Trainings

*The State ABLE Program, in partnership with the RCN, offers a wide variety of other trainings. Many of these trainings are available throughout the year, online, or by request. Contact your regional resource center for details and/or requests.*

### **Accountability**

#### **ABLELink Annual and Interim Reporting** (5 hours)

This training is designed for program managers and advanced data entry staff. Information on ensuring quality data and improving data quality will be provided. Strategies for continuous improvement and using data for program management will also be included.

**Administrator Standards Addressed:** 1.2.1, 3.1.3, 3.2.1, 3.3.3

**Support Staff Standards Addressed:** 1.1.2, 1.1.4, 1.1.5, 3.1.3, 3.2.2, 3.2.3, 3.3.2, 3.3.3

**FY11 Offerings:** Fall 2010

#### **Advanced ABLELink and Advanced Accountability** (5 hours)

This training is designed for those practitioners who want to fully use the capacity of ABLELink. The participants will learn about how to incorporate other accountability methods and/or procedures into their program and classrooms.

**Administrator Standards Addressed:** 3.2.3, 3.3.2

**Support Staff Standards Addressed:** 1.1.2, 1.1.4, 1.1.5, 3.1.3, 3.2.2, 3.2.3

**FY11 Offerings:** Fall 2010 and Spring 2011

### **Curriculum & Instruction**

#### **Designing Lessons for Your Classroom** (5 virtual hours)

After completing **Unpacking the Standards**, participants will be given the opportunity to receive additional online training and technical support as they begin the lesson design process. Focus areas might include creating contextual lessons for the Basic and Advanced Certificates. Sustained technical support will be provided as teachers begin the process of developing instructional plans for your students.

**Teacher Standards Addressed:** 3.1.1, 3.1.2, 3.1.3, 3.5.1

**FY11 Offerings:** After attending the “Unpacking the Standards” training

#### **Explicit Instruction: A Proven Method for Teaching Adults** (5 hours)

Explicit Instruction, also known as “direct instruction,” is a teacher-driven instructional model for teaching. This research-based method is valuable to ABLE teachers and especially effective in meeting the needs of adult learners. Participants in this workshop will learn about and practice how to use explicit instruction in their classrooms.

**Teacher Standards Addressed:** 2.2.2, 2.2.3, 3.1.2, 3.1.3, 3.4.2, 3.5.2

**FY11 Offerings:** November 11 (Fall PD Day); also available upon request from SWRC with a minimum of 10 attendees

**Making Decisions about Contextualized Curriculum** (5 hours)

Research tells us that adults learn best when the instruction connects to their real-life goals. Contextualized curriculum supports relating subject matter content to situations that are important in learners' lives. But is that just going to show up in my classroom? It can; if you know how to identify, develop or adapt materials! In this workshop, participants will practice building a curriculum that addresses the contextual reading and writing needs of their students based on samples from a variety of career fields.

**Teacher Standards Addressed:** 3.1.1, 3.2.2, 3.5.1

**FY11 Offerings:** April 8 (Spring PD Day); also available upon request from SWRC with a minimum of 10 attendees in Spring 2011

**Portfolio Connection: Connecting Teaching and Learning** (5 hours or alt. delivery)

This training focuses on providing classroom teachers with practical tools to use as they work with students to build a portfolio that captures the students' academic growth. Presenters will model conferencing techniques and use portfolio sample activities to help teachers design a meaningful, useable, and efficient portfolio system for their classrooms.

**Teachers Standards Addressed:** 1.1.1, 1.1.3, 2.1.2, 2.2.2, 2.2.3, 3.1.1, 3.2.2, 3.2.3, 3.4.2

**FY11 Offerings:** Available upon request from NWRC with a minimum of 10 attendees or through alternative delivery

**Unpacking the Standards** (5 hours)

Have the revised content standards been a puzzlement for you since you've received them? Would you appreciate some guidance on how to use them effectively in your lesson planning? During this session, teachers will familiarize themselves with the content standards by clarifying terminology and structure, identifying specific skills and knowledge by unpacking the standards collectively as a team, determining power (lead) standards as priorities for instruction, and then grouping benchmarks in preparation for lesson development.

**Administrator Standards Addressed:** 2.1.2, 2.1.3

**Teacher Standards Addressed:** 3.1.1, 3.1.2, 3.1.3, 3.5.1

**Support Staff Standards Addressed:** 2.2.1

**FY11 Offerings:** NERC - September 24; C/SERC - October 8; SWRC - October 22; NWRC - October 29; and Spring 2011 PD Day

## ESOL

**PreLiteracy in ESOL** (Alternative and Face to face)

This is a multi-part training which may include web conferencing, video, a session at Ohio TESOL conference and an online course on the topics of issues in preliteracy, phonemic awareness and instructional techniques and resources. Participants will be able to choose which training(s) to participate in and will be eligible for a stipend based upon their selection.

**Teacher Standards Addressed:** 1.1.2, 1.1.3, 1.1.4, 1.2.1, 1.2.2, 1.2.3, 2.1.2, 2.1.4, 2.2.2, 2.3.1, 2.3.2, 3.1.1, 3.3.1, 3.3.2, 3.4.1, 3.4.2, 3.5.1, 4.1.3, 4.1.4

**FY11 Offerings:** NERC – September 23; November 12; February 10

## *General Interest*

### **ABLE Classroom Overview** (5 hours)

This session is a review of the components of the Student Experience model and policy and practices that are expected for every ABLE classroom. Participants will discuss and share practices for orientating, assessment, portfolios, and standards-based instructional strategies.

**Teacher Standards Addressed:** 1.1.1, 1.1.3, 2.1.2, 2.2.2, 2.2.3, 3.1.1, 3.2.2, 3.2.3, 3.4.2  
**FY11 Offering:** April 8 (Spring PD Day)

### **Fundamentals of Assessment** (5 hours)

This session provides participants with an overview of the current Ohio ABLE Assessment Policy. The first part of the training provides participants with information on how to correctly administer, score, and secure the TABE. It also highlights other standardized testing materials approved for use in ABLELink. In addition, the training helps participants understand how to analyze test data and use standardized test results to inform instruction. The second part of the training covers information on other standardized, authentic, and alternative assessments including college placement assessments, and how they can be used to guide instruction. Recommended for anyone administering the TABE test.

**Teacher Standards Addressed:** 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.2.1, 2.2.3, 2.3.1, 3.2.2  
**FY11 Offering:** Available upon request from NWRC with a minimum of 10 attendees

### **Make It/Take It** (2.5 or 5 hours)

Come prepare lesson activities for the school year! This will be an opportunity to reproduce and assemble materials and manipulatives, create lesson plans, and gather resources from the internet and the Resource Center library to be used in the classroom. You can even create a toolkit for your classroom! Laminator and copy machine will be available. This can be a 1/2 day (2.5 hrs.) or full-day (5 hrs.) session. You may arrive and complete the activity anytime between the hours of 9:30am - 3:00pm. Applicable to all ABLE instructors.

**Teacher Standards Addressed:** 1.1.2, 2.1.2, 3.1.2, 3.2.2, 3.5.1, 3.5.3  
**FY11 Offerings:** NERC - August 12, August 20, October 15, and upon request.

### **Accommodations for the GED Test** (5 hours – Alternative Delivery)

During this workshop, participants receive information related to accommodations for the GED test. Specifically participants review and learn how to complete the following accommodations forms: Testing Accommodations Request, Emotional/Mental Health, Learning and Other Cognitive Disabilities, Attention-Deficit/Hyperactivity Disorder, and Physical Disabilities. The approval process for getting accommodations as regulated by American Council on Education GEDTS is also explained. The second half of this workshop is dedicated to test-preparation strategies specifically for those using certain accommodations. **\*NOTE:** ABLE program instructors who help students prepare for the GED test will also need to link to other core professional development opportunities in the specific content areas of reading, writing, and math.

**Administrator Indicators Addressed:** 2.3.3, 2.3.4

**Instructor Indicators Addressed:** 1.1.3, 1.1.4, 3.2.3,

**Support Staff Indicators Addressed:** 2.2.3, 2.3.4, 2.4.2

**FY11 Offerings:** Ongoing; also available face-to-face upon request from C/SERC with a minimum of 10 attendees

**Virtual Book Club** (Alternative Delivery)

NERC will offer virtual discussions using Elluminate web conferencing on books relevant to working with adult learners. Participants will receive the book and guided questions to prepare for discussions. In order to be eligible for a stipend, participants will be expected to attend the two virtual sessions and discuss the book.

**Administrator Standards Addressed:** 4.1.1

**Teacher Standards Addressed:** 1.2.1, 1.2.2, 4.2.2, 4.2.3

**Support Staff Standards Addressed:** 3.1.1, 2.3.4, 4.1.2

**FY11 Offerings:** NERC - October 7 and 21, January 13 and 27

## Math

**Math Kick-Off** (5 hours)

This annual math training focuses on a specific topic or aspect of teaching math in ABE. Each year participants receive the latest information and practical help to teach math more effectively.

**Teacher Standards Addressed:** 3.1.1

**FY11 Offerings:** NERC - October 15; SWRC - October 1; CSERC - October 2; NWRC- October 16

**Additional Onsite Math Trainings****Algebra content** (3 hours)

This interactive workshop **focuses on the content** needed for the GED test, as well as the basic stackable certificate. Topics will include the coordinate grid, tables, graphs, equations, substitution, slope-intercept equation of a line, slope, distances, operations with integers, absolute values, powers and roots, scientific notation, solving equations, etc. *This is not a methods training.*

**Geometry content** (3 hours)

This interactive workshop **focuses on the content** needed to be successful on the GED test. Topics will include: vocabulary, points, lines, angles, measurement, triangles, quadrilaterals, circles, Pythagorean Theorem, perimeter, areas, volume, surface area, etc. *This is not a methods training.*

**GED Math Test** (3 hours)

This interactive workshop **focuses on the content** of the GED math test, along with ideas for student success. Ideas for effective structure of a multi-level classroom will be explored.

**Problem-solving** (3 hours)

This interactive workshop will provide teachers with an opportunity to explore and learn problem solving methods that will help both students and teachers become better problem solvers.

**Higher Level Math: Linear Equations** (3 hours)

This interactive workshop will focus on the 3 form of linear equations: standard, point-slope, and slope-intercept. Continuation of Algebra content.

## Reading

### **Critical Reading: Post-Secondary and Workplace Needs** (5 hours)

Whether at work, in a training program, or in a college class, there is an undeniable need to be able to read well. To help ABLE students prepare for the reading challenges in postsecondary education and/or employment, teachers will want to 1) focus on higher-level critical thinking skills, 2) provide explicit instruction in comprehension strategies, and 3) include practice with graphic organizers. This workshop will provide explanations and examples in all three areas using a wide variety of reading materials.

**Teacher Standards Addressed:** 2.2.2, 3.1.1, 3.2.4, 3.3.1, 3.3.2, 3.5.2

**FY11 Offering:** SWRC - September 24; also available upon request from SWRC with a minimum of 10 attendees

### **Instructional Strategies for Reading Comprehension** (5 hours)

The goal for reading is to make sense of what you read. ABLE students may need help applying a strategy and knowing when to use the strategy for best results. This workshop introduces a variety of comprehension strategies that readers can use during the reading process. Participants will take on the role of both teacher and reader as they practice strategy use with many kinds of reading materials.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.1.3, 3.3.1, 3.5.1, 3.5.2

**FY11 Offering:** SWRC - March 4; also available upon request from SWRC with a minimum of 10 attendees

### **Reading Overview: Evidence-Based Reading Instruction** (Alternative Delivery)

This online training provides participants with a general overview of evidence-based reading instruction (EBRI). Topics addressed include: assessing reader needs, planning for instruction, and selecting materials. ABLE instructional staff who want a general overview or refresher on reading research and strategies should plan on attending this training. **Note:** SWRC recommends starting with this training as a foundation for reading instruction.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.1, 3.4.2, 3.5.2

**FY11 Offering:** Ongoing through SWRC

### **Working with Adults Reading at Levels 1 and 2** (5 hours)

In this interactive workshop, the participants learn how to work with low-level adult readers. Discussions will center on the specific reading needs of students at these levels and the use of the Ohio ABLE Reading Standards to guide instruction. Participants will have the opportunity to learn about and practice reading strategies appropriate for adult students.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.1, 3.5.1

**FY11 Offering:** Available upon request from SWRC with a minimum of 10 attendees

## *Support Staff*

### **Support Staff Training** (2.5- 5 hours Alternative Delivery)

This is a four-part training series, which includes a mandatory introductory session on professional development followed by three one-hour webinars all based on the Support Staff Practitioner Standards. Participants will be asked to participate in a wiki to reflect on the trainings. Upon participation in the webinar(s) and posting to the wiki, participants will be eligible for a stipend based upon the number of sessions completed. Please note: three of the four sessions will be offered face-to-face for a support staff track at the spring OACE event as another pd option.

### **Support Staff Trainings Sessions**

#### **Professional Development** (1hour - online)

Each regional resource center will offer this session to explain this training series and explore the technology tools, such as web conferencing and wikis, needed to complete the trainings.

**Support Staff Standards Addressed:** 4.1.1, 4.1.2

**FY11 Offerings:** NERC - November 4; SWRC - November 19; NWRC - November 23; C/SERC – November 19

#### **Communication Skills** (1 hour)

Communication techniques for working with students, staff and the community.

**Support Staff Standards Addressed:** 3.1.1, 3.1.2, 3.1.4, 3.2.3

**FY11 Offerings:** January 28 (online); OACE (face-to-face)

**Prerequisite:** Professional Development session

#### **Instructional Support** (1 hour)

Testing procedures, including completing/sharing forms.

**Support Staff Standards Addressed:** 2.3.2

**FY11 Offerings:** February 25; (online); OACE (face-to-face)

**Prerequisite:** Professional Development session

#### **Data Management** (1 hour)

Error checking, missing information, managing program processes

**Support Staff Standards Addressed:** 1.1.4, 1.1.5

**FY11 Offerings:** March 10; (online); OACE (face-to-face)

**Prerequisite:** Professional Development session

## *Technology*

### **Computers Don't Byte!**

Introduction to Computers, Microsoft Windows, and the Internet. This workshop will focus on technology concepts for the beginning computer end-user. We will also discuss searching techniques and practices used to navigate the plethora of information available on the Internet today.

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**FY11 Offering:** Available upon request from NWRC with a minimum of 10 attendees

### **Internet for the ABLE Adult Learner**

This training will provide Internet resources geared toward the ABLE Adult Learner in the areas of Reading, Writing, and Math. Come and learn about some of the latest learning tools that will foster and enhance student's learning experiences through online activities, collaboration and integration.

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**FY11 Offering:** NWRC - September 17

### **Introduction to Microsoft Word/Excel 2007 (Beginner Basics)**

Participants of this workshop will learn the basics of both document and spreadsheet creation and editing. We will discuss and share ideas on how to use both applications to manage and enhance classroom processes and student's learning experiences.

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**FY11 Offerings:** NWRC - August 12, November 11

### **Technology 2.0**

This is a multi-part training where participants can choose 3 topics from a menu of offerings of technology tools, including webinars, blogs, and wikis. Sessions will be held through a variety of formats, such as webinars, face-to-face, and conference calls options.

**Administrator Standards Addressed:** 3.1.1

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**Support Staff Standards Addressed:** 2.4.2, 4.1.2

**FY11 Offerings:** NERC – Dates to be announced

### **Using Web 2.0 Tools to Enhance Instruction** (Alternative Delivery/Face-to-Face)

How can ABLE staff use the ever-expanding list of Web 2.0 tools to enhance their instruction or program? In this multi-step course, participants will first learn about various Web 2.0 tools by independently completing a WebQuest. Next, they will select a lesson plan or program component which they want to enhance with technology. The course will culminate with a hands-on working day in a computer lab where participants can utilize one or more of these tools to enhance their chosen topic.

**Teacher Standards Addressed:** 3.3.1, 4.1.5, 4.2.2

**FY11 Offerings:** SWRC - December 3 and February 25; also available upon request from SWRC with a minimum of 10 attendees

**Web conferencing** (1 hour - Alternative Delivery)

This is an informational session to introduce participants to web conferencing tools, such as Elluminate and Adobe Connect. Participants will have the opportunity to set up and test out the tool on their home or work computer system with hands-on technical assistance.

**Administrator Standards Addressed:** 3.1.1, 4.1.1, 4.1.3

**Teacher Standards Addressed:** 4.1.5, 4.2.2

**Support Staff Standards Addressed:** 4.1.2

**FY11 Offerings:** NERC - September 9 (4-5pm), September 17 (10-11am); NWRC - September 8 (2-3pm), October 13 (10-11am), November 10 (2-3), December 8 (10-11am); SWRC - August 25 (10-11 am), September 8 (2-3 pm); September 22 (4-5 pm)

## *Transitions*

**Transitions** (On demand/on request/by design)

What does it mean, how do we do it, how can we help? Contact your Resource Center with your own particular needs related to bridging students to the next step.

**Transitions in ESOL**

This is a multi-part training which may include web conferencing, video, session at Ohio TESOL conference and online course on the topics of transitions models for ESOL, issues, types of transitions, curricula, and how to contextualize. Participants will be able to choose which training(s) to participate in and will be eligible for a stipend based upon their selection.

**Teacher Standards Addressed:** 1.1.1, 1.1.3, 1.1.4, 1.2.1, 1.2.3, 2.1.2, 2.2.2, 2.2.3, 2.3.2, 3.1.2, 3.2.1, 3.2.2, 3.2.3, 3.2.4, 3.3.1, 3.4.1, 3.5.1, 3.5.2, 3.5.3

**FY Offerings:** NERC – November 12; December 2, February 24

**Transitions Toolkit Training** (5 hours)

This training session will provide an over-view of the NCTN College Transition Toolkit. The Toolkit contains information to help adult educators and administrators plan for the needs of students interested in post secondary education and training. Participants should be prepared to network and identify elements that can be implemented in your programs and classrooms in ways that address the ABLE Transitions Framework and other state-wide and regional initiatives.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.1, 3.5.1

**FY11 Offering:** Available upon request from NWRC with a minimum of 10 attendees

## Writing

### **Building Better Writers** (5 hours)

Do you have students who continue to struggle with writing? Many students have learned the basic structure of a paragraph or essay, but their sentences and paragraphs often lack depth and clarity. This training focuses on strategies to assist students in developing the building blocks of good writing: sentences and paragraphs. Participants will receive tools and strategies that can be directly applied in the classroom.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.2, 3.5.1, 3.5.2

**FY11 Offerings:** SWRC - October 15; also available upon request from SWRC with a minimum of 10 attendees.

### **Research Papers: Basics to College Prep** (5 hours)

Students working at all levels of ABLÉ need to learn “research” skills – from the basics of selecting topics and evaluating sources of information to the college-ready skills of integrating sources into a well-developed research paper. Participants in this training will review the nuts and bolts of writing a research paper and come away with strategies, samples and rubrics that can be adapted for the needs of their students.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.1, 3.5.1, 3.5.2

**FY11 Offerings:** SWRC - February 11; also available upon request from SWRC with a minimum of 10 attendees.

### **Writing Overview: Best Practices in Writing Instruction** (Alternative Delivery)

This online training provides participants with a general overview of evidence-based writing instruction. Topics addressed include assessing writer needs and critical elements of writing instruction. ABLÉ instructional staff who want a general overview or refresher on writing research and strategies should plan on attending this training. Note: The Southwest Resource Center recommends starting with this training as a foundation for writing instruction.

**Teacher Standards Addressed:** 2.1.2, 3.1.1, 3.3.1, 3.4.2, 3.5.2

**FY11 Offering:** ongoing through SWRC

## Additional Opportunities

### Statewide PD Days (Held in Columbus)

#### **Fall PD Day: Thursday, November 11, 2010**

Some topics will include: BEST Plus, ESOL Basics, Math, Explicit Instruction, Serving Adults with Disabilities, Learning to Achieve, Assistive Technology

#### **Spring PD Day: Friday, April 8, 2011**

Some topics will include: BEST Plus, ESOL Basics, Unpacking the Standards, Making Decisions about Contextualized Curriculum, Serving Adults with Disabilities, Learning to Achieve, ABLE Classroom Overview

### Alternative Delivery

Activities include virtual book clubs, videos, media packages, web casts, online courses, action research, and peer coaching. The list of alternative delivery activities changes monthly. Please check the Calendar of Events at [www.ohioable.org](http://www.ohioable.org) for a current listing.

### Other Options

#### **Conference Attendance**

State: ACTE (July 28-30), OhioTESOL (November 12-13), OAACE (April 6-7), Ohio eTech (January 31-February 2)

National: TESOL (New Orleans: March 17-19, COABE (San Francisco: April 17-20),

#### **ESOL Special Topics**

The Northeast ABLE Resource Center (NERC) and the RCN sponsor an adult education track for veteran ESOL teachers at the Ohio TESOL conference each year. This year's conference will be on November 12-13, 2010. The keynote speaker will be Dr. Kate Kinsella from the College of Education at San Francisco State University. Contact NERC for details.

#### **On-Site Program Visits**

The RCN is delighted to bring its resources to your program. Working with both students and instructors, the visit can focus on one specific element of instructor professional development (ex.: use of manipulatives in lesson plans). The instructors can then work within their classrooms, at their own pace, testing the applicability of the demonstrated professional development. Instructors submit a brief reflection paper to receive the Certificate of Completion.

**Resource Center Visits**

Visiting your resource center is a great way to meet all of the staff members and experience first hand the amazing resources. From manipulatives and videos to published research, the libraries are filled with current, relevant resources for the adult learner classroom. Plan to spend two hours meeting with the staff, touring the library and getting “hands-on” time with available resources.

**Teacher Research** (Individual or Team)

Instructors work with the RCN to design their own classroom-based research project either as an individual or with a partner. There are three (3) levels of participation: Introductory, Intermediate, and Expert. The Introductory level focuses on conducting research, developing a research question, and writing a literature review. Intermediate and Expert levels focus on writing a research paper (3-5 pages for Intermediate and 6-8 pages for Expert).

*And with prior approval .....*

- Programs can choose to develop a specific training tailored to a specific need in their program.
- Programs can access alternative delivery other than those offered by the Resource Center Network. Contact the Regional Resource Centers about web casts, online options, and other opportunities.
- Programs can access other professional development offered through their school/agency.
- Programs/practitioners can make special requests to the Regional Resource Center.

## Contact Information

### **Northwest ABLEResource Center**

[www.nwable.org](http://www.nwable.org)

ABLE Region 4

Jody Angelone, Director  
Owens Community College  
PO Box 10,000  
College Hall 120  
Toledo, Ohio 43699

567.661.7355  
800.466.9367 (GO OWENS)  
Fax: 567.661.7171  
Email: [jody\\_angelone3@owens.edu](mailto:jody_angelone3@owens.edu)

### **Central/Southeast ABLEResource Center**

[www.ouliteracycenter.org](http://www.ouliteracycenter.org)

ABLE Region 2

Sharon Reynolds, Director  
Ohio University  
338 McCracken Hall  
Athens, OH 45701

740.593.4419  
800.753.1519  
Fax: 740.593.2834  
E-mail: [reynols1@ohio.edu](mailto:reynols1@ohio.edu)

### **Ohio Literacy Resource Center**

[literacy.kent.edu/](http://literacy.kent.edu/)

Marty Ropog, Director  
Research 1 - 1100 Summit Street  
Kent State University  
PO Box 5190  
Kent, Ohio 44242-0001

Phone: 330-672-2007  
In Ohio Only: 800-765-2897  
Fax: 330-672-4841  
E-mail: [mropog@literacy.kent.edu](mailto:mropog@literacy.kent.edu)

### **Northeast ABLEResource Center**

[www.neable.org](http://www.neable.org)

ABLE Region 1

Gloria Gillette, Director  
23131 LakeShore Blvd.  
Euclid, Ohio 44123-1718

216.261.7076  
800.361.7076  
FAX: 216.261.7579  
Email: [Gloria@neable.org](mailto:Gloria@neable.org)

### **Southwest ABLEResource Center**

[www.sinclair.edu/facilities/swable/](http://www.sinclair.edu/facilities/swable/)

ABLE Region 3

Lynn Reese, Director  
Sinclair Community College  
444 West Third Street  
Room 6130  
Dayton, OH 45402

937.512.5202  
800.558.5374  
Fax: 937.512.3434  
E-mail: [lynn.reese@sinclair.edu](mailto:lynn.reese@sinclair.edu)

### **State ABLEResource Program**

[www.uso.edu/network/workforce/able/](http://www.uso.edu/network/workforce/able/)

Ohio Board of Regents  
30 East Broad Street, 36<sup>th</sup> Floor  
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614.466.5015

E-mail: **State ABLEResource Staff**  
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