



**Professional Development Activities
Descriptions and Calendar
2008- 2009
Third quarterly edition, April 2009**

Important things to know about Learning Works professional development opportunities:

- All events on this calendar are free to you unless otherwise noted.
- The date and location of events are subject to change. Registered participants will receive timely alerts regarding any changes.
- Professional development hours will be recorded only for full participation in events or trainings.
- Please observe registration deadlines as there are space limits.
- Refreshments are not usually provided; please plan accordingly.
- This year, each professional development opportunity is referenced to one or more competencies for adult educators. This is to help staff identify opportunities that support their individual professional development plans.
- This calendar will be updated quarterly and re-distributed with new professional development opportunities added.

To **register** for professional development activities, please email kate.nicolet@state.vt.us

Didja know that there is a **listserv** for Learning Works staff in Vermont? Announcements regarding professional development as well as other pertinent information are shared on the "didja_know" listserv. To subscribe, send an email to kate.nicolet@state.vt.us.

Information about professional development for adult education and literacy staff can also be found on our **web site** at http://www.learningworksvt.org/html/prof_development.html

With questions about professional development opportunities or registration, please contact:

Kate Nicolet * kate.nicolet@state.vt.us * (802) 828-5144

New this year!!!

- "Orientation to Adult Education and Literacy in Vermont," a self-paced, online course to orient new staff to some core concepts in conjunction with the local organization's orientation. Please ask your supervisor for info to access the new course. The course is available to more experienced staff as well.
- MENTOR PROGRAM: Teachers may apply to be matched with a mentor for focused support in a particular instructional area through sustained support, feedback, and sharing of resources. See the web site for more information.

2008-2009 Professional Development Calendar at a Glance (Descriptions begin on next page)

9/5: HSCP staff training Quarter 1

9/19: Better Questions, Better Decisions workshop

9/19: CASAS FWA initial certification training, Part 1

SEPTEMBER '08						
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OCTOBER '08						
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10/3: Leadership Excellence Academy; CASAS FWA, Part 2

10/17: TABE and CASAS Form 80; Integrating Career Awareness into ABE and ESOL

10/31: GED Examiners Annual Meeting

11/7: TABE and CASAS

11/7: ESOL Study and Sharing Circle

11/21: HSCP training Quarter 2

NOVEMBER '08						
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DECEMBER '08						
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12/5: Career tools workshop

12/5: TABE and CASAS Form 80

12/5: ESOL Study and Sharing Circle

1/16: Leadership Excellence Academy

1/16: Learner Persistence Virtual Summit II

JANUARY '09						
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FEBRUARY '09						
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2/6: Teacher Inquiry and Sharing Group on Project-Based Learning

2/20: CASAS FWA initial certification training, Part 1

3/6: ESOL Study and Sharing Circle

3/6: CASAS FWA initial certification training, Part 2

3/20: Data Entry, Maintenance, Use, and Analysis Training Series, session 1

3/20: EFF Math Series Kick-off

3/27: Reading Instruction Series Part 1 of 3

MARCH '09						
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APRIL '09						
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4/3: ESOL Study and Sharing Circle

4/10: Reading Instruction Series Part 2 of 3

4/17: HSCP training Quarter 3

5/1: ESOL Study and Sharing Circle

5/1: Leadership Excellence Academy

5/15: Reading Instruction Series Part 3 of 3

5/29: Career Tools workshop

5/29: CASAS FWA Re-certification training

MAY '09						
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JUNE '09						
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6/5: ESOL Study and Sharing Circle

6/5: HSCP training Quarter 4

Professional development opportunities (in alphabetical order by title)

Career Tools Training for Adult Educators

VSAC staff trainers

May 29, 9:30 am- 2:30 pm for the SOUTH

Rutland, Stafford Technical Center computer lab

This session will be an opportunity for AEL staff to learn about career and education resources available through the Vermont Student Assistance Corporation (VSAC). Trainers will be VSAC Career Planning staff and VSAC Adult Outreach Counselors. Participants will be able to learn about free career and education planning tools available for use with adult students. The training will include a basic overview of career and education planning as well as time to try out online tools and explore library resources. There will also be time to connect with the Adult Outreach counselor in your area to work on ways to strengthen our referral relationships.

As a result of the training the participants will have a basic understanding of an effective career and education planning process to use with adult students, know how to use online tools including Vermont Guidance Central and Career Gateway effectively in their work with adult students, know how to use the VSAC Resource Library interlibrary loan process, know how to make effective referrals to VSAC adult outreach counselors and the VSAC Resource Center and Rutland Education Information Center.

This session is designed for staff who are unfamiliar with VSAC and its resources for adult students.

Related competencies for adult educators:

- I work with learners to identify their needs, strengths, and goals; I advise or refer them to the appropriate programs and levels of instruction.
- I effectively integrate current and appropriate media and technology as a tool for instruction.
- I understand and am sensitive to the demands and responsibilities of adults as workers, family members, citizens, and community members.

Space limited to 20 participants; register by May 15.

CASAS Functional Writing Assessment Re-certification

Ellen Currie and Bridget Martin, both VAL staff and FWA trainers

May 29, 9:30 am- 3 pm

Randolph, Vermont Technical College, Morey Hall Lounge

Staff using the Functional Writing Assessment (FWA) with learners must be initially certified through the 2-day FWA initial certification training. After you've passed the initial certification, each year take this one-day re-certification training designed by CASAS to refresh those skills.

Goals: Register by May 15.

- To review how to administer, score and use results of the CASAS FWA for instruction.
- To gain re-certification to score the CASAS FWA.

Related competency for adult educators:

- I use the results of assessment on a regular basis to plan instruction and/or monitor students' progress.

Data Entry for New Staff

Sharon Parker, VT Department of Education

Training for new AEL staff who enter data into DataWorks will be provided upon the request of the local AEL center manager. Requests within VAL center should be made to Rebecca Wedge at VAL's Central Office. Requests for data entry training from CVABE, NEKLS, and TTC should be made to Sharon Parker at the Vermont Department of Education.

Following the request, on-site basic data entry training for the Data Works collection system will be scheduled and provided.

Related competency for adult educators:

- I collect and manage accurate data for program improvement and accountability.

Data Entry, Maintenance, Use, and Analysis Training Series

Sharon Parker, VT Department of Education

Session 1: March 20, 9:30- 3:30

Locations to be announced

Session 2: TBA

Session 3: TBA

This series of trainings is designed to provide information on available DataWorks reports and other tools, and their use to address troubleshooting and program improvement needs. Participants will learn to use DataWorks to identify and correct data collection and entry problems, and verify data accuracy. Successful participants will be able to apply accurate data to the development of program improvement plans.

Session 1: Navigating DataWorks (how to use the system to identify and troubleshoot data collection/entry problems)

Session 2: DataWorks reports and other tools (what's available and what information do they provide)

Session 3: Use and analysis of data (connecting data to program planning)

If you are responsible for data entry and maintenance in your Center, you should attend all three sessions. Those who attend the entire training series will be designated as data specialists. If you are responsible for program planning and improvement (i.e. center and program managers), you should attend Sessions 2 and 3 at a minimum, and are welcome to participate in the entire series. The goal is to build center-based teams able to work together to manage and use data to enhance program quality.

Related competency for adult educators:

- I collect and manage accurate data for program improvement and accountability.

Register by March 1 for the whole series.

ESOL Study and Sharing Circle: Teaching Listening, Speaking, and Pronunciation

Anne Connor

Part 1: May 1, 9 am- 12 pm

Part 2: June 5, 9 am- 12 pm

Part 3: TBD

1: Montpelier, Pavilion building, 109 State St, 4th fl conference room

2: Barre, CVABE, 46 Washington St

3: TBD

Participants will be reading three pieces that explore teaching listening, speaking, and pronunciation skills in the adult ESL classroom. All three pieces briefly outline current research findings on the processes of listening, speaking, and pronunciation acquisition, and then offer practical teaching suggestions based on these findings. Participants will have the opportunity to apply and explore the findings with learners.

Additionally, there will be an opportunity for participants to share recent practices, experiences, ideas, and challenges in their work with adult English language learners.

This circle is suitable for new staff and volunteers, those without formal training, and/or those seeking a community of support for ESOL instruction.

Related competencies for adult educators:

- I develop and maintain knowledge base in my primary content area(s) such as literacy, math, ESOL, workplace, family literacy, etc.
- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.
- I develop and maintain a knowledge base in adult learning and development.

Register by April 17.

(No snow dates: if the session is canceled, the content moves to the next scheduled date in the series.)

High School Completion Program Staff Training

HSCP Committee with Frank Gerdeman, VAL Chittenden

April 17, 9:30 am- 3 pm

Montpelier, LAPDA conference room, 250 Main St.

The topic of this training will be using Equipped for the Future in writing graduation education plans.

Register by April 3.

High School Completion Program Staff Training

HSCP Committee

June 5, 9:30 am- 3 pm

Berlin, Dept of Ed annex, 1311 US Route 302 (Barre-Montpelier Rd)

HSCP program staff, please hold this date for topics to be announced.

Register by May 22.

Planning Your Professional Growth

Kate Nicolet, Professional Development Coordinator

2.5 hours available by center request

In this workshop, you will polish or begin your individual professional development plan. If you already have a plan in progress, please bring it. If you don't, you will learn about and use a format for developing an individual professional development plan that you can use into the future. The general process begins with assessing your current knowledge, skills and interests in working with adult learners, then moves to prioritizing areas for growth, identifying and utilizing appropriate resources, and reflecting on your progress. Time in this workshop also will be devoted to working on your plan and to sharing of related resources. (To be repeated in the future.)

Related competency for adult educators:

- I assess my own needs for professional growth, and I develop a plan and monitor my own progress toward my professional development goals

Reading instruction series: T-I-M-E for Teachers (Mastering the Alphabetic Principle)

Sandy Murphy, the Stern Center for Language and Learning

Part 1: March 27, 9:30- 3:30

Part 2: April 10, 9:30- 3:30

Third quarterly edition, 3/31/09

3 face-to-face sessions in Morrisville CCV

Part 3: May 15, 9:30- 3:30

T-I-M-E for teachers, also called "Mastering the Alphabetic Principle," is a course that includes 18 hours of direct contact with a Stern Center instructor. Prior to the first meeting, participants will begin self-directed study using a CD-Rom that will be provided. These assignments will continue throughout the series. In this series, participants will:

- Develop a conceptual base for teaching the structure of language at the word level to learners at beginning levels
- Use developmental frameworks for determining learners' reading and spelling levels and needs, and for setting instructional goals
- Explore explicit and systematic instructional practices consistent with current scientific research in phonological awareness, phonics, fluency, and spelling.

Related competencies for adult educators:

- I develop and maintain knowledge base in my primary content area(s) including literacy
- I use a variety of instructional strategies and tools appropriate to the needs of adult learners.

Register by March 2.
Class size is limited to
10 teachers.

Calendar of conferences of interest to adult educators

Here is a link to professional development events sponsored or organized by the **VT Dept of Education**:

<http://education.vermont.gov/new/html/dept/calendar.html>

Here is a link to a list of other regional, national, and worldwide events, maintained by the **National Institute for Literacy**:

<http://www.nifl.gov/cgi-bin/lincs/calendar/calendar.cgi>

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