

# Oregon Professional Development System 2008-2009 Workshop Request & Host Guidelines

## OVERVIEW OF THE OREGON PROFESSIONAL DEVELOPMENT SYSTEM

The training opportunities of the Oregon Professional Development System (OPDS) are designed for teachers, social service providers, paraprofessionals, tutors, volunteers, and administrators committed to expanding and improving their current practices and knowledge. The OPDS provides training to enhance teaching and working with adults and offers certification training in basic skills assessment. Theory, demonstration, practice, structured feedback, application, and reflection are integral components of each training.

These intensive experiential training opportunities consist of one-, two-, or three-day workshops which employ selected research-based components of effective training and staff development. Participants have opportunities to reflect, analyze, and generalize from their workshop experiences. Pre-workshop preparation assignments, comprehensive materials, and interim practice assignments are built into most workshops, where “learning by doing” is the focus.

The OPDS is sponsored by the Oregon Department of Community Colleges & Workforce Development (ODCCWD) with coordination by the Western Center for Community College Development (Western Center). For additional information on OPDS, please contact the OPDS Director, Susan Fish (contact information on the last page).

## SCHEDULING A WORKSHOP

There are several ways that workshops are scheduled:

### 1. **OPDS Scheduled Workshops:**

A number of workshops are planned for each year to meet statewide staff development needs. Program managers, or their designees, are contacted by staff from the Western Center via phone and/or e-mail to identify potential hosts. Host sites are identified to ensure that statewide offerings are delivered in all regions.

### 2. **Field Requests for Workshops:**

#### a. ***Open to the field:***

We invite requests for workshops, at any time, for consideration in addition to those currently scheduled. Requests may be directed to the Western Center. Once scheduled, these workshops will appear in the quarterly registration materials disseminated throughout Oregon and on the website

<http://oregonstate.edu/education/wccd/westerncenter.html>

#### b. ***Guaranteed by Program or Site:***

Program managers are encouraged to request training modules to meet the needs of their staff. When requesting a training, a program manager will be asked to guarantee a minimum of 10 participants or to pay a fee equivalent to the minimum of 10 participants (e.g., if a workshop fee is \$80/person, the program pays \$800 even if fewer than ten people attend the training). These guaranteed workshops do not appear on the calendar,

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so if the minimum is not met by the program's participants, a program may elect to open registration through the Western Center. Requests should be made to the Western Center as early as possible, but no later than 30 days before the requested workshop date. The earlier the request is made, the more likely the Western Center will be able to accommodate it.

### c. *Customized:*

Program managers may request customization of a workshop to be offered exclusively for their staff due to the specific needs that can be best addressed in a customized training. There is a minimum customization development charge of \$125 per trainer that is assessed to the host organization. The proposed base charge is for up to five hours of customized development done by the trainer(s). The actual charge may be higher, depending upon the level of customization required. This charge will always be negotiated between the OPDS Director and the program manager prior to any commitment to provide training.

### **To request a workshop, please provide the following information to the OPDS Director:**

- Name of training
- Anticipated number of staff/faculty to participate (separate by ESL, ABE/GED/AHSD, etc.)
- Preferred workshop location (organization or city)
- Three optional dates for scheduling the training
- Have other programs/partners in your region been contacted? If so, which ones?
- Is this training open for others to attend, or closed for your staff only due to customization?

## HOSTING A WORKSHOP

### **What is expected of the Host Organization (details on pages 3 and 4):**

- Identify a local contact who coordinates all internal arrangements for the workshop (schedule room, request room set up, A/V, refreshments, etc.). Western Center staff will work closely with this person.
- Physical access must be provided for all workshop participants. The degree of accessibility should be determined and alternatives to inaccessible rooms developed.
- Identify an on-site contact who is available on the day(s) of the workshop to provide on-site assistance and trouble-shooting. This may or may not be the same person who made the internal arrangements. Trainers will contact this person if a need arises during the training.
- Communicate logistical concerns, needs, and problems that came up during the planning and/or delivery of the workshop. The local contact or program director should communicate any issues to the Western Center Event Coordinator, Talya Shuler Abel, as quickly as possible in order to address them before the next workshop.

### **What is expected of the Western Center:**

- Each quarter, Western Center staff will request host sites for workshops. Once hosts have been identified, Western Center staff will work with the local contact to identify room requirements, A/V needs, refreshment, and other pertinent information.

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- If the training has been requested by the host site to meet a specific need, the OPDS Director will discuss special training needs with the program manager. The trainer may also call with additional questions or to clarify expectations if needed.
- The Western Center will advertise the training in the statewide OPDS training calendar disseminated quarterly and on the web, collect registrations (in which special accommodation needs are requested), and generate a participant roster.
- Approximately two weeks prior to the training, Western Center staff will check in with the local contact.

### **OPPORTUNITY FOR THE COMMUNITY COLLEGE HOST SITE TO GAIN FTE**

The Western Center does not collect FTE for training module participants. Under the draft FTE Guidelines, it is possible for colleges to collect FTE for hosting training modules of six or more hours in duration. All Oregon Professional Development Series modules are six or more hours in length. To collect FTE for these training modules, follow your college guidelines for “Direct Instruction.” Please be sure to:

1. Go through your local college course approval process.
2. Register all participants attending using your local registration materials.

Please note that hosting a meeting does not meet the criteria for “Direct Instruction;” colleges cannot gain FTE for hosting meetings. If you have questions about reporting FTE for training modules, please contact the OPDS Director.

### **ON-SITE LOGISTICS**

Host sites are responsible for the costs, if any, of room and A/V rental, and for the staff time required as the host on-site contact person. If the host site does not cover refreshment costs, the charges must be directed to the Western Center Event Coordinator immediately following the workshop. The invoice must include the name and date of the workshop, the building and room number, and a breakdown of the refreshments delivered and their costs.

Room Set-Up: Generally workshops need to be set up for 15-25 people seated at tables with moveable chairs. Exceptions to this guideline will be given at the time of the request. It is the responsibility of the contact person to make sure that the location is physically accessible to all workshop participants and to be aware of particular limitations of the space (e.g., parking, elevator when applicable, front and back access to a room).

Audio-Visual and/or Computer Equipment: An overhead projector and screen are required for every workshop. Other A/V equipment which may be needed for a particular workshop include VCR and monitor, flip chart easels (with pads, pens and tape), audio tape player, cordless microphone, computer with LCD projector, etc.

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Refreshments: For a six-hour workshop, a typical order for refreshments includes an 8:00 a.m. delivery of coffee (regular and decaf), tea (black and herbal), liquid creamer, pitchers of water, and breakfast breads (preferably not doughnuts), and a 12:45 p.m. delivery of assorted cold beverages and cookies/brownies and/or fruit. The cost should be approximately \$10/person/day. Specific counts will be given to the site contact four days prior to the workshop.

On-site Contact Person: An on-site contact person needs to be identified in advance of the workshop. The on-site contact person needs to be available for the entire duration of the training on the day(s) of the workshop to provide on-site assistance and trouble-shooting. For the majority of our workshops, the contact person does not need to sit in on the training. However, they do need to be readily available by telephone or located in close proximity to the room where the training is held. Additionally, the contact person should check in with the trainers prior to the beginning of the training. The contact person may or may not be the same person who is responsible for other site logistics. We **highly recommend** they not be a participant in the workshop because of the difficulty of balancing responsibilities and possibly not being available to support the trainer(s) and/or miss information for their own professional development. For trainings that are more equipment dependent or need on-going support throughout the day, specific requests and instructions will be given to the program director and on-site contact person.

Technical Support Person: Several of our trainings use multi-media equipment, including computers, LCD projectors, and computer labs. For these trainings, a local technical support person needs to be identified in advance of the workshop. This person needs to check in with the trainer(s) prior to the beginning of the training and again at mid-day, to ensure the equipment is working and appropriately configured for the training. The technical support person needs to be available by telephone or be within close proximity to the training room during the times of the training that are equipment specific.

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### WORKSHOP TITLES & REGISTRATION COSTS

Complete descriptions for the workshops listed below can be found at the website:

<http://oregonstate.edu/education/wccd/westerncenter.html>

- \* **Assessment Workshops** .....\$90 - \$300/participant
- \* **Instructional Methods Workshops:** .....\$80 - \$210/participant

<b><u>Assessment System Training:</u></b>	<b>Regular</b>
➤ BEST PLUS Oral Interview.....	\$115.00
➤ CASAS Functional Writing Assessment for ABE/GED/AHSD/ESL .....	\$300.00
➤ Holistic Scoring for Writing Assessment for ABE/GED/AHSD .....	\$90.00
➤ Implementing CASAS I Assessment for ABE/GED/AHSD/ESL.....	\$90.00

<b><u>Instructional Methods Workshops:</u></b>	<b>Regular</b>
➤ Bridges to Practice: Serving Adults with Learning Disabilities.....	\$150.00
➤ CASAS II: Assessments Informing Instruction.....	\$80.00
➤ Research-based GED Math Instruction .....	\$160.00
➤ Improving Thinking Skills for Adult Learners.....	\$210.00
➤ Theory, Methods and Strategies for Teaching ESL.....	\$150.00

**Additional Instructional Methods Workshops** are available for customization in the areas of adult learning, communicative ESOL, cooperative learning, cultural awareness, math as problem solving, teaching and learning with technology interface, teaching strategies for multilevel ESL classes, and working together for teachers and volunteers.

### CONTACTS

**Susan Fish, Director**  
**Oregon Professional Development System**  
Western Center for Community College  
Development  
Phone: 541-737-9059  
Fax: 541-737-9044  
E-mail: [Susan.Fish@oregonstate.edu](mailto:Susan.Fish@oregonstate.edu)

**Mary Jane Bagwell, State Curriculum and  
Staff Development Specialist**  
Department of Community Colleges &  
Workforce Development  
Phone: 503-378-8648 ext. 284  
Fax: 503-378-3665  
E-mail: [Maryjane.bagwell@state.or.us](mailto:Maryjane.bagwell@state.or.us)