

2010-2011 Hosting a Workshop Oregon Professional Development System

Annually, OPDS publishes a calendar of workshops with regional locations selected to ensure access. Prior to each term, OPDS staff contact local program managers or their designees via phone and/or e-mail to identify a specific site location for hosting a workshop. OPDS will advertise open workshops in the state-wide OPDS calendar disseminated quarterly and on the web.

WHAT TO EXPECT FROM OPDS

Once host sites have been identified, Lydia Perry, Workshop Coordinator (see contact information on the last page) will work with the site contact to communicate room requirements, A/V needs, refreshment orders, and other pertinent information. Approximately two weeks prior to the workshop, Lydia will check in again with the site contact.

If a customized workshop has been requested by the host site to meet a specific need, Susan Fish, Director (see contact information on the last page) will discuss special training needs with the program manager. The assigned trainer may also call with additional questions or to clarify expectations if needed.

Lydia Perry, Registrar (see contact information on the last page), will collect all registrations, including those with special accommodation needs, and generate a participant roster.

Ann Gannon, the Materials Coordinator (see contact information on the last page), will ship workshop materials to the site the week before the workshop date. She will pre-arrange the specific delivery address with the site contact.

WHAT IS EXPECTED OF THE HOST ORGANIZATION

Site contact. Identify a staff member who will be the site contact to coordinate all on-site arrangements for the workshop (room, room set up, A/V, computers, refreshments, etc.). Lydia will work closely with this person.

Assistance/support on the day of the workshop. Identify a staff member who will be accessible by telephone or close proximity in order to provide on-site assistance and trouble-shooting. This person needs to be available immediately before and throughout the workshop. We highly recommend s/he not be a participant in the workshop. This may or may not be the same person who is the site contact.

ADA-acceptable facilities. Provide physical access for all workshop participants. If there are barriers to access, e.g., lack of elevators, notify Lydia who will then work with the host site to make necessary accommodations for participants' needs.

Workshop space. Provide training rooms that accommodate 15-25 people seated at tables with moveable chairs. Exceptions to this arrangement (e.g. computer lab) will be requested at the time of initial contact with the site. Host sites are responsible for the costs, if any, of the room(s).

OPDS Hosting a Workshop (continued)

Audio-visual and computer equipment. Provide A/V equipment needed for workshops which may include a VCR/DVD and monitor, overhead projector and screen, wireless microphone, document camera, computer with LCD projector, and flip chart easels (with pads). Host sites are responsible for the costs, if any, of A/V rental.

Technical support. Identify a local technical support person for workshops which use multi-media equipment, including computers, LCD projectors, and computer labs. This person needs to be available to the trainer(s) by telephone or close proximity to check in prior to the beginning of the workshop and during the times that the equipment is in use to ensure the equipment is appropriately configured for the workshop and working properly. Host sites are responsible for the costs, if any, of local staff time used to provide immediate assistance or technical support on the day of the workshop.

Refreshments. Arrange, but not pay for, refreshments in the morning and afternoon of each day of the workshop. Participant counts will be given to the site contact four days prior to the workshop. The total cost of refreshments should not exceed \$10 per person per day. An invoice including the name and date of the workshop, the building and room number, and an itemized list of the refreshments and their costs should be directed to Lydia immediately following the workshop.

Receiving and returning workshop materials. Place workshop materials received from Ann in the training room by 8:00 am on the day of the workshop. The trainer may ask for help in returning the box of materials and supplies back to OPDS after the conclusion of the workshop. If that request is made, the trainer will speak with the site contact to arrange the details about where they will leave the box to ship back. There will not be any cost to your organization as the trainer will have a prepaid Federal Express label for the box.

OPPORTUNITY FOR THE COMMUNITY COLLEGE HOST SITE TO GAIN FTE
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The *FTE Guidelines for Oregon Community Colleges* (<http://www.oregon.gov/CCWD/>) allow institutions to earn FTE for hosting trainings of six or more hours in duration. (All Oregon Professional Development System workshops are six or more hours.) Host sites must follow local institutional guidelines for course approval and registration in order to collect FTE.

OPDS Hosting a Workshop (continued)

WORKSHOP TITLES & REGISTRATION COSTS

Complete descriptions for the workshops listed below can be found at the website: <http://oregonstate.edu/education/wccd/westerncenter.html> Additional questions regarding assessment content should be made to Katie Monaco, Assessment Coordinator, at the contact information shown below.

Assessment System Workshops: **Regular**

- BEST PLUS Oral Interview (10*).....\$115.00
- CASAS Functional Writing Assessment for ABE/GED/AHSD/ESL (10*)\$300.00
- Implementing CASAS I Assessment for ABE/GED/AHSD/ESL (10*)\$90.00

Instructional Methods Training: **Regular**

- Bridges to Practice: Serving Adults with Learning Disabilities (20*)\$150.00
- CASAS II: Assessments Informing Instruction (15*) \$80.00
- Improving Thinking Skills for Adult Learners (15*)\$210.00
- Introduction to the 4-Point Scale for Scoring the GED Essay (12*)\$75.00
- Research-based GED Math Instruction (13*).....\$160.00
- Theory, Methods and Strategies for Teaching ESL (15*)\$150.00

*This is the minimum number of paid registrants required.

For additional information on Instructional Methods Workshops available for customization, contact Susan.

CONTACTS

Oregon Professional Development System

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