

2010-2011 Requesting 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 each workshop. At the request of a program, OPDS will provide additional workshops. In order to ensure an additional workshop, a program must guarantee a fee equivalent to the minimum number of paid registrations. The minimum number varies by workshop (see page 3).

Program managers are encouraged to request workshops to meet the needs of their staff. Requests should be made to Lydia Perry, Registrar (see contact information on the last page). Individual registration forms for all participants are required for all workshops. Registration forms should be faxed to the number listed on the registration form. Generally, we meet requests with one of four types of workshops described below.

TYPES OF WORKSHOP REQUESTS

Workshops guaranteed and not open to other programs

In order to request a workshop closed to participants from other programs, program managers need to guarantee a minimum number of participants or a fee equivalent to the registration cost for the participants (e.g., if the workshop fee is \$80/person and the minimum is ten registrants, the program would pay \$800 for ten or fewer to attend the training). These guaranteed workshops do not appear on the OPDS calendar.

Workshops guaranteed and open to other programs

A program may guarantee a workshop and elect to open registration to other programs. OPDS will then send a notice to the field of the new workshop to solicit additional registrations. However, the requesting program is still responsible for the fee equivalent to the registration cost for the participants if the minimum is not met.

Workshops open to all programs

A program may request that a workshop be scheduled at a particular time and location, but open to participants from all programs. Once scheduled, all workshops open to the field will appear in the quarterly registration materials disseminated throughout Oregon and on the website <http://oregonstate.edu/education/wcccd/westerncenter.html>. If the workshop minimum is not met, prior to cancelling the workshop, OPDS will give program managers the option of guaranteeing the required workshop.

Requesting a Workshop (continued)

Workshops Customized for a Program

Program managers may request customized workshops by contacting Susan Fish, OPDS Director, using the contact information shown on the last page. Costs for customized training are negotiated between the OPDS Director and the program manager prior to any commitment to provide training. There is a minimum development fee of \$150 per training for up to five hours of customized training. The actual charge may be higher, depending upon the level of development required. Development fees are additional to registration costs.

GENERAL GUIDELINES FOR WORKSHOP REQUESTS

Requests should be made to OPDS as early as possible. Most workshops can be offered with 30 days notice, but a few require longer lead time depending on trainer availability. If the workshop is to be customized, three months lead time is needed. The earlier any request is made, the more likely OPDS will be able to accommodate it.

To request a workshop, please provide the following information to Lydia:

- Name of workshop
- Anticipated number of participants
- Preferred workshop location (institution or city)
- Three optional dates (for each day of the workshop) for scheduling the workshop (in order of preference)
- Have other programs/partners in your region been contacted? If so, which ones?
- Is this workshop open for others to attend, or closed for your staff only?
- Is this workshop guaranteed?

Requesting a Workshop (continued)

WORKSHOP TITLES & REGISTRATION COSTS

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

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

<u>Instructional Methods Training:</u>	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 Fish.

CONTACTS

Oregon Professional Development System

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Development
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Oregon State University
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Susan Fish, Director

Phone: 541-737-9059
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Lydia Perry (scheduling & registration)

Phone: 541-737-8835
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Katie Monaco (assessment coordination/content)

Phone: 541-737-8711
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Ann Gannon (training materials coordination)

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