



Logistics for Delivering Training Workshops

This document is designed to assist trainers in preparing for and giving effective workshops. It contains logistic checklists related to the various aspects of technology training workshops.

Logistics Checklists

*Coordination of an **Open Gateways Curriculum for Teachers** requires time to plan and organize, working in partnership with the host school. The following checklist is a basic summary of action steps which will lead to a successful training program.*

School Preparation and Logistics

- ▶ Meet with school and district staff, discuss Open Gateways Curriculum for Teachers, and develop project agreements and goals.
- ▶ Determine calendar for teacher training with Principal and key school staff, e.g. computer technician, librarian, lead teacher, etc.
- ▶ Survey teachers about technology experience and develop cohorts for training, e.g. beginners, intermediates, advanced, mentors, etc. See **Sample Survey** in Trainer Resources of the Open Gateway Curriculum website:
www.sun.com/aboutsun/comm_invest/ogp/training/

Technology Preparation and Logistics

- ▶ Determine where training will be held.
- ▶ Assess technology level and technology/computer needs for a successful training.
- ▶ Work with school staff to answer the following:
 - Is there a central computer lab for the training?
 - Is there a projection unit or large TV monitor with a VGA to NTSC converter (computer to TV conversion) available for the workshop (if not, where can you go to obtain this...the district office)?

Is the projector hooked up and working? (Are there any “tricks” to getting it to display?)

Is the software loaded on the computers?

Is the network up and running?

Is the Internet accessible?

Do teachers have individual user and/or email accounts which they can access from the computer lab?

Do teachers know how to log on to their user and/or email accounts? (Do they have passwords and do they know these passwords?)

Do teachers know how to save and retrieve their files?

Do teachers know how to access applications on the computers used for the workshop?

Volunteer Trainer Checklists

Implementation of a successful Open Gateways Curriculum for Teachers requires preparation and planning by each Volunteer Trainer. The following checklists are guides for Volunteer Trainers and should be used to make certain all materials, information and resources are prepared in advance of an Open Gateways Curriculum for Teachers. Volunteer Trainers should work with school staff in order to make certain all action items below are addressed prior to each teacher training.

Training Room Set-up

- ▶ Will someone with a key be available to open the room, with the code to shut off any alarm system?
- ▶ Does the lab or classroom have a list of steps that should be followed to boot up the network and shut it down?
- ▶ Is there a trouble shooting guide for network problems?
- ▶ Is there a name and phone number of a technical contact person to call if you get into a problem?
- ▶ Will teachers need a snack or meal during your workshop?
- ▶ Do you have all the supplies you need, e.g. flip chart, markers, paper, pens, name tags, etc.?

Workshop Set-up School Specific Preparation

- ▶ Do you have the background information on the teachers as to their current level of understanding of the topics? Are the teachers grouped appropriately, such as offering a slower paced class for novices and a faster paced class for experts?
- ▶ Has the information about the grouping been conveyed to everyone that needs to know about it?
- ▶ Do you have information about your selected school, demographics, teaching strategies, history of prior technology training, etc.?

Workshop Set-up Training Specific Preparation

- ▶ Do you have an agenda for the workshop? This should be printed large enough to be read across the room and posted prominently at the beginning of the workshop.
- ▶ Do you have clear, concise objectives for the workshop? Prepare general, broad objectives to show as the goal for the workshop. The goals will vary by the amount of current expertise that the teachers have.
- ▶ Have you logged on to the websites which you will be using during the training? (Do this on-site prior to the training.)
- ▶ Do you have your “box-of-tricks” ready for the training, e.g. methods for grouping teachers, stories to share, energizing techniques to keep the workshop flowing?
- ▶ Do you have enough handouts for all of the teachers? Some extras, just in case?
- ▶ Do you have a handout that lists the names, positions, email and other contact information for the trainers/helpers/volunteers attending the workshop? (Pass this out to participants.)
- ▶ Do you have a “workshop evaluation form” to be filled out at the end of the workshop? See **Trainer Resources** in the Open Gateways Curriculum website for an example.
www.sun.com/aboutsun/comm_invest/ogp/training/
- ▶ Review the **Learning Outcomes** at the beginning of the workshop to ensure students leave the training familiar with these basics.