

## NEW FOR FALL 2009 PROFESSIONAL DEVELOPMENT for EDUCATORS

Each professional development course:

- is designed for four one-hour building-block sessions
- can be offered as a single four-hour workshop or broken into in-service meetings of various lengths
- includes hands-on practical applications for the participants
- provides take-home materials for the participants to continue building their skills independently
- is eligible for CEU credits via a state-recognized institution

*Your words will be worth 10,000 pictures!*

### **Word Processing for Communication:**

The Write Stuff! Using MS Office® 2003 or 2007, this course focuses on the tools of word-processing and enables the participants to communicate professionally with administrative decision-makers, peers and parents. The scope of the course will start with the most basic instructions from how to use spell-check and change margins, to implementing "show and track changes" and using templates.

*Point your students in the right direction!*

### **Power Point as a Communication Tool:**

Using MS Office® 2003 or 2007, this course enables the participants to create general presentations as well as better teaching tools for their classrooms. The course content includes learning what to do and NOT to do to create a professional communication tool; special emphasis includes creating readable bulleted text, using the notes pages to prepare speaking points, and avoiding too many "bells and whistles."

*Design Your Own Professional Development...using 140 characters at a time!*

### **Social Media to Enhance Your Professional Development:**

When used wisely, social media is online communication that allows access to insights from fellow educators around the world. The first session is devoted to assessing the participants' existing online presence (and how to change it), and then using LinkedIn, Twitter and Facebook to connect with peers around the world. (Internet Access required)

*Wikipedia was one of the first, but it's not the last!*

### **Wikispaces as a Collaborative Teaching Tool:**

Wikispaces is only one of the Web 2.0 collaborative tools available on the Internet, but it also is one of the safest for students and teachers to use. The first two sessions are devoted to setting up a private Wikispaces for teachers to collaborate; the following two sessions emphasize how students and teachers can participate in interactive communication and learning. (Can be offered in 2 two-hour sessions; cannot be offered as four individual sessions. Internet Access required)

*Get Smart about Smartboards!*

### **Interactive Whiteboards - More Than a Projector:**

Teachers and administrators often receive instruction on using interactive whiteboards during the summer break, but are unsure about using them productively when they are back in the classroom and office. Using a Smartboard, participants refresh their knowledge of the tools, build techniques, and design activities for using the interactive whiteboard to enhance student learning. (Smartboard required at this time; other brands to be added)

*Kids software isn't just for fun and games!*

### **The Computer as a Learning Tool in the Preschool Classroom:**

Research has shown that using the computer in the classroom enhances student learning and socialization. This four-hour course focuses on selecting age/developmentally appropriate software for classroom use, integrating computer activities to reinforce readiness skills, teaching tips and techniques for using the computer with young children, and setting up an ergonomically correct computer learning center in the preschool classroom.