



CALPRO TRAINING-OF-TRAINERS INSTITUTE

To: Adult Educators

From: Marcela Movit, CALPRO

CC: Chiem-Seng Yaangh, CALPRO PAB Members, CALPRO Staff

Date: April 8, 2021

Re: CALPRO Training-of-Trainers' Institute:
Collaborative Curriculum Alignment

WHAT, WHERE, and WHEN?

CALPRO will conduct the Training-of-Trainers' (ToT) Institute virtually via Zoom on Monday, June 21, 2021 and Friday, June 25, 2021. The purposes of the ToT Institute are 1) to develop a group of certified trainers to facilitate presentations of CALPRO professional learning modules and 2) to build professional development capacity and leadership in California adult education. Based on priorities of the California Department of Education (CDE) Adult Education Office, CALPRO will develop trainers on the following Communities of Practice module: **Collaborative**. Please see page 3 for module information.

WHAT IS CALPRO'S COMMUNITIES OF PRACTICE INITIATIVE AND HOW DOES IT IMPACT THE ToT?

Communities of Practice are formed by groups of professionals who engage in a process of collective learning in a shared domain (adapted from Wenger, 2002)¹. CALPRO's Communities of Practice (CoP) Initiative aims to increase the field's focus on supported implementation of skills, strategies and action plans that participants develop in CALPRO trainings and institutes.

For each CoP training, an online community is established. Participants meet each other and begin learning together online asynchronously; they continue to build community, knowledge and skills in the synchronous training sessions; and they have the option of continuing to support each other's efforts to apply new learning after the conclusion of the synchronous sessions. CALPRO CoP trainers facilitate the entire process, including synchronous and asynchronous sessions.

WHO SHOULD ATTEND?

The ToT is open to applicants from all California Adult Education Program (CAEP) funded agencies (see page 2). The ToT is for individuals who will commit to following up on the ToT by presenting the module for their agency, for their region, or for CALPRO at least once within a year of the ToT.

¹ Wenger, E; McDermott, R. Snyder, W.M. (2002) *Cultivating Communities of Practice*. Harvard Business Press.

WHAT ARE EXPECTATIONS OF PARTICIPANTS?

Participants will be expected to complete pre-Institute assignments online. Participants are expected to attend the entire ToT Institute – no exceptions – and demonstrate facilitation skills in practice sessions during the ToT. After completing the ToT, participants are expected to be available to facilitate training at their agency, at other agencies, or at CDE- or CALPRO-organized events within a year of the ToT. Trainers will receive an honorarium for training conducted.

WHAT'S IN IT FOR MY AGENCY?

Your agency will have trained facilitator(s) on your staff who can serve as an in-house content specialist. Your agency will have increased capacity to provide high quality professional learning opportunities.

WHICH AGENCIES ARE ELIGIBLE TO PARTICIPATE?

Employees of all California Adult Education Program (CAEP) funded agencies are eligible to apply.

WHAT IS THE COST?

The only cost to your agency is your time to participate.

WHAT IS THE SCHEDULE OF TRAINING SESSIONS?

Please Note: Persons who arrive late or leave early will not be certified as trainers.

ToT sessions are scheduled as follows:

Monday, June 21 from 9:00 a.m. to 4:00 p.m.

Friday, June 25 from 9:00 a.m. to 3:00 p.m.

The ToT will be held virtually via Zoom. The links to the sessions will be sent to applicants who are accepted.

Please complete the online application at <http://bit.ly/CALPROAppforToT2021>

Submit no later than close of business Friday, May 7, 2021.

Questions? Contact Marcela Movit, mmovit@air.org.

Module Information

Collaborative Curriculum Alignment

<p>Overall Goal</p>	<p>Curriculum alignment is fundamental to ensuring that adult learners successfully transition within adult education programs and from adult education to post-secondary environments. The goal of this module is to support adult education staff to conduct the collaborative curriculum alignment efforts in order to facilitate successful transitions of adult students from level to level within a program (e.g., ESL Intermediate to ESL Advanced), from program to program (e.g., ESL to ABE to ASE or CTE), or from adult education to post-secondary environments. This module provides critical information about each step of the curriculum alignment process, so that participants in the module know how to move forward, regardless of where they currently are in the process.</p>
<p>Intended Audience</p>	<p>This module is designed for all adult education staff, especially those with responsibility for curriculum development and alignment, including instructional leaders and teachers. Participants must attend in teams of at least two. Participants need administrator approval to register; therefore, registration will include an application. If from two different agencies, each administrator will need to provide approval. Ideally, there will be a commitment from the agency(ies) involved to implement the strategies learned in their own curriculum alignment efforts.</p>
<p>Session Goals</p>	<p>The goal for Session 1 is provide (1) an overview of collaborative curriculum alignment, and (2) an opportunity for participants to practice the first step (Getting Started) of the process.</p> <p>The goals of Session 2 are (1) identify how curriculum alignment can benefit programs, (2) explore how to implement elements of the curriculum alignment process, and (3) prepare for the post-session assignment.</p>
<p>Objectives</p>	<p>Through participation in Session 1, participants will:</p> <ul style="list-style-type: none"> • Build an even stronger sense of community among participants; • Reinforce pre-session content; • Identify steps to begin a collaborative curriculum alignment process; • Assess their own readiness to begin curriculum alignment efforts (including starting points and supports needed from others); and • Prepare for the interim assignment. <p>Through participation in Session 2, participants will:</p> <ul style="list-style-type: none"> • Reflect on the Gap Analysis process, • Identify how curriculum alignment can benefit students, • Learn how to access protocols, tools and templates, and • Explore how to implement elements of the curriculum alignment process.

2021 CALPRO TRAINING-OF-TRAINERS' INSTITUTE

Please complete the online application form at <http://bit.ly/CALPROAppforToT2021> **no later than 5 pm Friday, May 7, 2021.**

ToT Institute Application for Collaborative Curriculum Alignment, June 2021