

Workshop Essentials



**Planning
and
Presenting
Dynamic
Workshops**

Practical Tools & Techniques

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Canadian Dental Association

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Workshop Essentials Paula Jorde Bloom,2000 Workshops That Really Work Hal Portner,2005-08-31 Anyone who reads this book for personal reasons or adopts it for his or her school will soon discover the wealth of information it contains Dr Carol A Mullen Editor The Mentoring and Tutoring Journal This book is thorough informative helpful collegial and supportive A must have and great guide for everyone involved in professional development training or consulting Genny DiTrani Professional Development Consultant New Jersey Education Association Learn to share your expertise with the wider educational community As staff development moves from the district office to the school building more teachers and administrators are being asked to lead workshops Yet most educators have little or no training in adult learning In this practical guide best selling author and acclaimed presenter Hal Portner leads teachers through the step by step process of designing and presenting a successful workshop Packed with proven strategies and ready to use worksheets this insightful book provides information on learning style preferences offers guidance to selecting and introducing activities appropriate to those styles and touches on many of the unsettling issues a first time presenter may face Features of the book include A workshop design planning form Tips for overcoming stage fright and dealing with difficult participants Ready to use workshop activities Sample evaluation forms Self assessment worksheets for every stage in the process Teachers and other educators who are presenting a workshop for the first time will find this an essential resource while staff developers trainers and other seasoned consultants will value this book as a refresher or as a source for new ideas

Learning from the Bumps in the Road Holly Elissa Bruno,Janet Gonzalez-Mena,Luis Hernandez,Debra Sullivan,2013-07-09 A team of the early childhood field s foremost experts and presenters share insight and perspectives on twelve professional development topics

The Visionary Director, Second Edition Margie Carter,Deb Curtis,2009-11-01 An inspiring and practical guide to creating a larger vision in early child care this popular professional development tool has been thoroughly revised and offers a concrete framework for organizing an early childhood center director s ideas and work Updated and expanded it reflects new requirements and initiatives for center directors and addresses topics including cultivating a vision developing systems thinking for management roles implementing principles and strategies for mentoring building a learning community for adults and children and bringing visions to life The Visionary Director provides directors with information to perform their jobs with motivation and creativity Innovations Linda G. Miller,Kay M. Albrecht,2001 This guide is designed for training teachers in the use of the Innovations curricula for infants and for toddlers The Innovations program is based on the view that curricula for young children should involve thinking and planning for everything that can contribute to child development as well as the teacher s relationship with the child and the family This guide is organized in two sections Section 1 contains an 8 hour training session providing a comprehensive introduction to the Innovations curricula Included in this section are a list of preparation steps a list of handouts overheads and materials needed and a detailed planning grid and

agenda for conducting workshop activities Section 2 contains 29 training modules designed to be used in inservice preservice workshops or in biweekly monthly staff meetings Seven of these training modules address the following aspects of child development theory principles of development physical development attachment temperament play brain development and intellectual development language development and literacy and social development and social problem solving Topics for the remaining training modules are 1 developmental tasks 2 observation and assessment 3 interactive experiences 4 parent partnerships 5 curriculum planning process 6 environments 7 dramatic possibilities 8 sensory art possibilities 9 curiosity possibilities 10 construction possibilities 11 music movement possibilities 12 literacy possibilities 13 outdoor possibilities 14 projects 15 prop boxes 16 picture files vocabulary 17 guidance and discipline 18 biting 19 aggression 20 social problem solving 21 toileting and 22 portfolios Each training module includes an outline for the workshop providing information on activities the training technique used and necessary materials The guide's appendix includes the forms checklists worksheets and information summaries used in the workshops KB

Leadership in Action Paula Jorde Bloom,2003 Leadership begins in the head and heart It is a way of thinking about yourself and the vital role you play in your early childhood program This book dispels the myth that there is one best leadership style that all directors should emulate It will help you understand the subtle but important distinction between leadership as a role and leadership as a set of skills and competencies that can be supported and nurtured at all levels of the organization Filled with practical suggestions and lively examples from high performing directors you'll learn how you can create and sustain a compelling vision for your program that transforms your center into a vibrant and engaging learning community Back cover

Planning and Administering Early Childhood Programs Celia Anita Decker,John R. Decker,2005 This practical and leading book offers a solid overview of what is involved in carefully planning and running quality early childhood programs The authors believe that the lack of real quality in today's early childhood programs should be of paramount concern to future administrators and so have created a book that will aid them in the initial planning of quality programs and serve as a helpful resource once programs are underway Coverage is organized to illustrate step by step the way directors of early childhood programs must approach their role examining in turn planning operationalizing and implementing high quality programs for all young children For administrative personnel at the elementary school level

Young Children ,2000 **The Right Fit** Kay M. Albrecht,2002 Well trained and experienced staff are the key to early childhood program quality and healthy child development Yet every director knows that finding those teachers is a huge challenge Skills in recruitment interviewing screening selecting and orienting new teachers are the ones that every director needs This book breaks down the recruitment selection and orientation processes into manageable components and suggests practical and effective techniques to help you find teachers with the right fit for your program's particular needs Amazon

Management of Child Development Centers Patricia F. Hearron,Verna Hildebrand,2007 This is the core text that students of child development center administration need to help them learn to manage effectively

in the twenty first century In thid text the author focuses on targeted problem solving strategies decision making and specific tools The text has been updated and expanded to emphasize strategies and solutions to the challenges facing today s child development center mangers *Reading Specialists and Literacy Coaches in the Real World* MaryEllen Vogt,Brenda A. Shearer,2016-04-29 This theoretical and practical guidebook prepares reading specialists and literacy coaches to develop and teach reading and language arts at the school and district levels Using current information on the standards for literacy professionals the text incorporates significant developments in intervention assessment adolescent literacy and multiple literacies Vogt and Shearer explore the expanding roles and responsibilities of reading specialists and their impact on instructional practice The full featured and distinctive Third Edition offers opportunities for flexible teaching approaches as well as substantive coverage and tools such as the function of the literacy coach in Response to Intervention RtI guides to needs assessment and two year plans the advancement of professional development communities portfolio and self assessment projects and companion materials that include key terms recommended readings chapter vignettes and online resources YC Young Children ,2002 **Change Management** Frank Voehl,H. James Harrington,2017-11-13 Change Management Manage Change or It Will Manage You represents a substantial core guidance effort for Change Management practitioners Organizations currently contend with increasingly higher levels of knowledge driven competition Many attempt to meet the challenge by investing in expensive knowledge driven change management systems Such syste Satellite Dynamics, Orbit Analysis and Combination of Space Techniques COSPAR. Technical Panel on Satellite Dynamics. PSD1 Symposium (Nagoya, Japan),COSPAR. Scientific Assembly,1999 **Journal of the Canadian Dental Association** Canadian Dental Association,1997 **THE Journal** ,2000 **Proceedings of the ACSA Annual Meeting** Association of Collegiate Schools of Architecture,1989 **The Journal of Health and Physical Education** ,1947 Real Estate Today ,1984 **Journal of Health, Physical Education, Recreation** ,1947

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