Creative Workshop Designs Using ProLiteracy’s New Tutor Training Materials

Todd Evans
tevans@proliteracy.org

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The Training

Literacy

ESL

- Slideshow
- Trainer notes
- Handout masters
- Videos

- Online course
- Handouts
- Videos
- Exams
- Certificates
# The Training

<table>
<thead>
<tr>
<th>Literacy</th>
<th>Foundations</th>
<th>ESL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to Literacy</td>
<td>1. Introduction to ESL</td>
<td>1. Introduction to ESL</td>
</tr>
<tr>
<td>2. Working with Adult Literacy Learners</td>
<td>2. Working with Adult ESL Learners</td>
<td>2. Working with Adult ESL Learners</td>
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<tr>
<td>3. Introduction to Literacy Instruction</td>
<td>3. Introduction to ESL Instruction</td>
<td>3. Introduction to ESL Instruction</td>
</tr>
<tr>
<td>4. The Literacy Lesson Plan</td>
<td>4. The ESL Lesson Plan</td>
<td>4. The ESL Lesson Plan</td>
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</tbody>
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## The Training

### Literacy
5. Assessment, Goal Setting, and Evaluation

### Meeting
Meeting Student Needs

### ESL
5. Assessment, Goal Setting, and Evaluation
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<tr>
<th>Literacy</th>
<th>Instruction</th>
<th>ESL</th>
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</thead>
<tbody>
<tr>
<td>10. Writing Composition and Mechanics</td>
<td>10. Reading</td>
<td>10. Reading</td>
</tr>
<tr>
<td></td>
<td>11. Writing</td>
<td>11. Writing</td>
</tr>
</tbody>
</table>
The Training

**Literacy**

11. Language Experience
12. Getting Started

**Putting Into Practice**

**ESL**

12. Language Experience
13. Getting Started
Accessing Tutor Training

• Creating an Account
  • proliteracyednet.org/member_account
    • Individual Member ID
    • Organizational Member ID
  • proliteracyednet.org/create_account

• From Welcome page, scroll to Member Central. Click Tutor Training

• To return, click My Stuff
## Model 1: Face to Face Training
Short Initial Training with Follow up

**Session 1: Background in Literacy or ESL**  
Modules 1-3  
- Introduction to Literacy or ESL  
- Introduction to Adult Learners  
- Foundations of Instruction

**Session 2: What to do With a Student**  
Module 4; 11-12 (literacy), 12-13 (ESL)  
- Lesson plan  
- Language Experience  
- Getting Started

**Tutor and student meet for 2-4 sessions (no longer than 3 weeks)**  
- Language experience as primary approach  
- Observe student’s strengths and weakness  
- Gain context for instruction/get comfortable

**Session 3: Focusing Instruction**  
Instructional Materials  
Module 5  
Module 6-7 for low-literacy  
Module 7-8 for high literacy  
Module 6-8 for ESL  
- Goal setting and initial assessment  
- Introduced to instructional materials  
- Focus on student’s most pressing needs
Model 1: Face to Face Training
Short Initial Training with Follow up

| Tutor and student meet for 4 weeks | • Introduce published materials to student  
• Set some goals  
• Incorporate instructional techniques |
<table>
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<tr>
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<tbody>
<tr>
<td>Session 4: Continue Tutor Development Remaining modules</td>
<td>• Expanding tutor’s toolbox</td>
</tr>
<tr>
<td>Tutor and student continue to meet</td>
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</tbody>
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# Model 2: Blended Learning

| Orientation: Modules 1-3 at home online, then debrief at first workshop session | • Introduction to Literacy or ESL  
• Introduction to Adult Learners  
• Foundations of Instruction. |
| --- | --- |
| Session 1: Orientation and Foundations  
Debrief Orientation  
Module 4-5  
Introduced to Instructional Materials | • Debrief modules 1-3. Focus on simulations and debriefing them face-to-face  
• Lesson plan and introduction to materials  
• Assessing students’ needs/building rapport |
| Homework  
Module 6-8 literacy  
Module 6-8 ESL | • Take online modules at home |
| Session 2: Instruction  
Module 6-8 literacy  
Module 6-8 ESL | • Focus on demonstrating and doing activities  
• Using instructional materials to do them  
• Review other content |
| Homework  
Module 9-11 literacy  
Module 9-12 ESL | • Take online modules at home |
## Model 2: Blended Learning

<table>
<thead>
<tr>
<th>Session 3: Instruction Continued</th>
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</thead>
<tbody>
<tr>
<td>Module 9-11 literacy</td>
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<tr>
<td>Module 9-12 ESL</td>
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<tr>
<td></td>
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<tr>
<td>• Focus on demonstrating and doing activities</td>
</tr>
<tr>
<td>• Using instructional materials to do them</td>
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<td>• Review other content</td>
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<table>
<thead>
<tr>
<th>Homework</th>
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<tbody>
<tr>
<td>Module 12 literacy</td>
</tr>
<tr>
<td>Module 13 ESL</td>
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<tr>
<td></td>
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<tr>
<td>• Take module 12/13 at home</td>
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<th>In Person Counseling Session</th>
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<tbody>
<tr>
<td>Module 12 literacy</td>
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<tr>
<td>Module 13 ESL</td>
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<tr>
<td></td>
</tr>
<tr>
<td>• Short session</td>
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<tr>
<td>• Discuss specific student pairing</td>
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<tr>
<td>• Discuss materials</td>
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<tr>
<td>• Highlight instructional approaches you think will be effective</td>
</tr>
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# Model 3: Combined ESL/Literacy Workshop

| Session 1: Background in Literacy and ESL Modules 1-3 | • Combine information from literacy and ESL modules  
• Much of these three modules are the same  
• Include parts from each that are different |
| --- | --- |
| Session 2: What to do With a Student Module 11-12 (literacy), 12-13 (ESL) | • Combine information from literacy and ESL modules  
• Much of these two modules are the same  
• Include parts from each that are different, especially different approaches to language experience for literacy and ESL |
| Tutor and student meet for 2-4 sessions (no longer than 3 weeks) | • Language experience as primary approach  
• Observe student’s strengths and weakness  
• Gain context for instruction/get comfortable |
| Session 3: Lesson Planning Module 4-5 | • Discuss lesson plans for literacy and ESL students  
• Discuss assessment, goal setting, contextualizing instruction based on goals |
## Model 3: Combined ESL/Literacy Workshop

### Session 4: Just ESL Tutors
- **Module 6-8 ESL**
  - ESL tutors learn how to teach oral language skills
  - ESL tutors start to incorporate into instruction

### Remaining Sessions: Instruction
- Introduce instructional materials
- Modules 6-10 (literacy) in order
- Fold activities from Module 10 Reading (ESL) into Modules 6-9 (literacy)
- Fold in activities from Modules 9, 11 (Grammar, Writing ESL) into Module 10

  - Tutors learn instructional techniques
  - Focus on 1-2 modules at a time to allow for blended content and lots of questions
  - Spread sessions out
My Training Plan

- What do I want to change and why?
- The team
- Assess needs
- Design content
- Test
- Evaluate