



Sharing the Power of Learning

Procedures for Hosting an In-Service Workshop for Tutors

MLC offers approximately 30 Metro area In-Service Workshops each year, which are open to all active tutors. These in-services generally last two hours and cover a range of topics.

To host an in-service, some or all of the following may be required:

(Please check with trainer for specific requirements.)

- Room and chairs adequate to seat up to 20 people comfortably
- An extra table for display
- Blackboard, flipchart or whiteboard
- TV/VCR
- Overhead projector
- Access to restrooms
- Staff person available to open/unlock training room

Programs hosting in-services are asked to publicize the in-service and invite tutors from neighboring programs.

Please see the [MLC Training Catalog](#) for a list of in-service topics.

The [MLC lending library](#) also has materials available for program coordinators and trainers who wish to present their own in-services.

To host a training at your site, contact MLC's training coordinators at least six weeks prior to the workshop date at 651-645-2277 or 800-222-1990.