

Tutor In-service Workshops

January – June 2010

Minnesota Literacy Council in-service workshops provide ongoing training for volunteer tutors. They offer a chance to learn new content, solve problems, and network with other volunteers. In-service sessions are free of charge.

Date and Time:	Topic / Description:
Friday January 8 1:30 p.m. - 3:30 p.m.	CLEAR Resources for Online Activities Learn to use free online tools to create interactive exercises for your learners.
Monday January 11 6:30 p.m. - 8:30 p.m.	Understanding Alphabetics Alphabetics is one of the key components to mastering reading. Come learn about the various components of alphabetics and explore a variety of teaching strategies for working with adult learners.
Tuesday January 12 6:30 p.m. - 8:30 p.m.	Teaching Basic ESL Grammar At the basic level teaching grammar is not that different from teaching new vocabulary. Come learn how to use examples to demonstrate grammatical patterns. We'll also try out activities for practicing grammatical accuracy and fluency.
Thursday January 28 6:30 p.m. - 8:30 p.m.	Teaching Intermediate Grammar In this workshop we'll introduce new grammar with meaningful examples. Then we'll move beyond worksheet practice and try some accuracy activities in which students speak and write their own sentences. We'll also do some fun grammatical fluency activities.
Monday February 8 6:30 p.m. - 8:30 p.m.	Here's Your Lesson Plan - Now What? Not sure what the next step is after you read the prepared curriculum? This in-service workshop will walk you through your next steps, including working with objectives and three important steps in every lesson: 1) I Do It 2) We Do It 3) You Do It.
Friday February 19 1:30 p.m. - 3:30 p.m.	Connecting to Communities of Practice Learn how to connect to peers in online communities.
Tuesday February 23 6:30 p.m. - 8:30 p.m.	Reading Fluency and Vocabulary Activities for ESL Tutors Limited reading fluency and vocabulary often hold students back from comprehending what they are reading. Come learn a variety of strategies to help learners build these two important reading components.
Friday March 5 1:30 p.m.- 3:30 p.m.	Basic Computer Skills Curriculum Planning Get resources and ideas to help you plan a computer skills class.
Wednesday March 10 10:00 a.m. - 12 noon	Listening Activities On an average day we listen twice as much as we speak. Listening is a great way to initially practice new vocabulary and grammar. Come get ideas for teaching listening skills and try some engaging activities for listening practice.

<p>Monday March 15 6:30 p.m. - 8:30 p.m.</p>	<p>Reading Comprehension Activities for ESL Tutors Just sounding out words does not qualify as reading. Students need to understand what they have read. Learn a variety of strategies to do before, during and after reading that will help maximize comprehension.</p>	
<p>Thursday March 18 6:30 p.m. - 8:30 p.m.</p>	<p>Teaching Citizenship, Part One: Process, Policies and Paperwork Get an overview of the citizenship process, the typical timeline for becoming a citizen, and the paperwork that is involved. This session includes a description of the different parts of the citizenship test and its content.</p> <p>Note: If you are new to teaching citizenship, please plan to attend Part I before attending Part II. Alternatively, you may complete the free online class on teaching citizenship before attending Part II by going to http://online.themlc.org.</p>	
<p>Thursday March 25 6:30 p.m. - 8:30 p.m.</p>	<p>Teaching Citizenship, Part Two: Content and Activities Learn activities and strategies for helping students study for the government, reading, and writing parts of the citizenship test. The focus will be on creating meaning from the content of the test and helping learners develop stronger speaking and listening skills.</p>	
<p>Wednesday April 7 6:30 p.m. - 8:30 p.m.</p>	<p>Assessing Student Understanding Do your learners “get it”? How do you know if they understand the directions you just explained or the reading passage they just read? Or the new vocabulary they are supposed to have learned this week? We will look at different ways tutors can check for comprehension in the ESL classroom.</p>	
<p>Tuesday April 13 6:30 p.m. - 8:30 p.m.</p>	<p>Help! My Beginning and Intermediate Level Students Need Writing Practice Motivating students to write can be a challenge. When they do write, all of the issues they have in their writing can be overwhelming for their teachers. In this in-service learn about focused writing goals and activities that are not only motivating, but also result in improvements. This workshop will focus on writing activities for high-beginning to intermediate level students.</p>	
<p>Saturday April 24 8:00 a.m. - 2:30 p.m.</p>	<p>Sharing the Power Conference and Awards Luncheon Come gain fresh ideas for your teaching, network with peers, and celebrate the accomplishments of outstanding learners, volunteers, and community partners. The morning will feature breakout sessions on a variety of ESL and literacy topics. Training sessions will be followed by an awards luncheon recognizing the achievements of outstanding learners, tutors, and literacy partners from around Minnesota. \$40 per participant covers the cost of sessions and the luncheon.</p>	<p>Thompson Reuters 610 Opperman Drive, Eagan, 55419</p>
<p>Monday May 3 6:30 p.m. - 8:30 p.m.</p>	<p>Activities for Advanced ESL Students One of the challenges of teaching an advanced ESL class is making it interactive and engaging. Come get ideas for fun ways to explore reading texts and ways to structure discussions. We'll explore methods for fostering critical thinking skills and discuss keeping students motivated.</p>	
<p>Wednesday May 5 6:30 p.m. - 8:30 p.m.</p>	<p>Immigration 101 Do you know what a lawful permanent resident is? Do you know the difference between a refugee and an asylee? Immigration attorney, Michele Garnett McKenzie, will speak about immigration in Minnesota, and how and why people come to the U.S. and to our state. There will be plenty of time for questions.</p>	

<p>Friday May 21 10:00 a.m. - noon</p>	<p>Here's Your Lesson Plan - Now What? Not sure what the next step is after you read the prepared curriculum? This in-service workshop will walk you through your next steps, including working with objectives and three important steps in every lesson: 1) I Do It 2) We Do It 3) You Do It.</p>
<p>Monday June 7 6:30 p.m. - 8:30 p.m.</p>	<p>Teaching Multi-level Groups It can be very challenging to teach students of varying abilities. Yet nearly all ESL classes are multi-level in some way, whether the students differ in oral skills, literacy skills or language backgrounds. Come learn effective strategies and activities for working with mixed-ability ESL groups.</p>
<p>Wednesday June 9 10:00 a.m. – noon</p>	<p>Vocabulary Our learners not only need ample opportunity to use new vocabulary, they also need access to the vocabulary in different contexts and through various activities. This workshop will allow tutors to explore games and techniques for teaching vocabulary.</p>

Unless noted, all sessions are held at Minnesota Literacy Council main office: 756 Transfer Road, St. Paul, 55114

Information is subject to change. For updated information, or to register for a session, please contact Bailey at 651-645-2277, ext. 241 or BCraft@theMLC.org. Or, you can register on-line at www.theMLC.org/trainingregistration

MLC's free, interactive online courses are self-paced. To participate, go to <http://online.themlc.org>

Literacy-Level ESL Instruction	Teaching literacy level students is a rewarding experience, but many instructors lack confidence in their ability to teach literacy level adults. In this course you will learn about the needs of literacy level students and effective teaching strategies.
Multi-level English Language Instruction	Any class with more than one student is multilevel, whether the source of the "multi" is educational, generational, or cultural. One key in these circumstances is to develop realistic expectations. Another key is to use a number of "multi" strategies. This course will help you find those keys.
Research-based Beginning Reading Instruction for Adults	Improve your understanding and use of research-based beginning reading instruction strategies and activities.
Reading Assessments for Adult Basic Education	Learn the purpose and how to use a variety of adult reading assessments - including CASAS, TABE, and other informal reading tests.
Fundamentals of Curriculum Development	This course will give tutors an overview of the curriculum development process and help them gain tools and resources for evaluating and writing curriculum.
Mental Health in Adult Basic Education	This course will help ABE/ESL/GED teachers and tutors understand mental health disorders common to the adult population by accessing and applying information from the Minnesota ABE Disabilities website.
Citizenship Tutor Training	The Citizenship Tutor Training educates teachers and tutors to assist students in preparing for the new citizenship exam that began on October 1, 2008.
Teaching Adults with ADHD	This course will provide teachers and volunteers an introduction to ADHD in adults, including teaching strategies, behavioral interventions, and how diversity intersects with mental health issues.
Teaching Grammar in Adult ESL	This course will provide teachers and tutors with practical ways to teach grammar as an integrated part of an adult English as a Second Language (ESL) class.
Teaching Pronunciation	This course is for tutors and teachers who want to help students improve their pronunciation of English.
Understanding CASAS for Student Success	This course will give teachers and tutors a basic understanding of the CASAS assessment system, tools to help learners master CASAS competencies, and strategies to help learners succeed on CASAS tests.

