



Deliver an In-School Staff Training on Accessible Technology

Do you have an idea for technology training for staff at your school? You can design and deliver an in-school training that focuses on how to use technology to improve the performance of students.

Specific Project Tasks

This project allows an MCPS staff person who is familiar with accessible technology tools to design and deliver a one- to three-hour training at their school.

1. Complete a training plan that describes the training outcomes, the instructional content, resources, and timeline.
2. Create or supply instructional materials (e.g. handouts, PowerPoint presentation) for trainees that include the training objectives as well as written and visual instructions for how to use the technology. These materials *could include one or more of the following*:
 1. PowerPoint presentation with an introduction that includes background information that supports the topic (e.g., research, professional literature review, examples of best practices etc.)
 2. Screen shots of procedural steps demonstrating how to use the technology to support students
 3. Appropriate handouts such as Quick Guides, tables, reference or other related materials.

Who is a good candidate for this project?

School-based staff members who are proficient on the features of the technology that will be covered in the training.

What support will HIAT provide for this project?

HIAT staff and resources are available to:

- o review the training plan, PowerPoint and handouts and offer suggestions
- o provide technical support to plan for the training
- o provide resources to facilitate staff needs assessment for training and post-training feedback

E-TIPS Hours Earned:

1 hour for every hour of instruction and 2 hours of preparation. For example, a two-hour training would earn the person 4 total E-TIPS hours.

Documentation required:

- o Training plan
- o PowerPoint, handouts and/or related materials
- o Copy of post-training feedback including number of attendees and their position titles

Technology Workshop Title

Date:	Time:
Location:	Trainers:

Outcomes:

- By the end of this training session, participants will have:

Handouts:

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Time	Instructional Content	Resources
	Prior to training – <ol style="list-style-type: none"> 1. email participants and remind them of class and start time 2. Make handouts 3. 	
	Introduction <ul style="list-style-type: none"> • Silence cell phones 	
Break		