

Training Principles

- Begin with a Personal Technology Improvement Plan
- Develop training needs specifications
- Develop a training plan
- Limit group size to 12 participants per trainer
- Use methods geared toward adult learners
- Group participants according to level of expertise, as well as grade level and curriculum specialty
- Provide opportunities for social (peer) learning
- Train on the type of computes that the participants will use
- Train in comfortable, familiar settings
- Provide good handouts for participants to refer to when they are on their own
- Include curriculum integration and practical application in training sessions
- Teach skills in context
- Provide a balance of instruction and hands-on activities
- Evaluate the participants and adjust the pace of instruction as needed so participants don't become confused and frustrated
- Provide opportunities for participants to use the acquired new skills
- Provide follow-up staff development and ongoing support
- Provide technical support as participants must rely on working equipment
- Participants will evaluate the staff development sessions
- Participants will evaluate the presenters and trainers
- Pay participants for the time they spend in producing project deliverables, i.e., stipends for summer and after hours, the use of laptop computers during participation in the project

Source: Adapted from...Almanza, H., Huyng, X, Kothmann, K, Maniolios, H., and Ovalle, M. (1998). *Planning Staff Development Opportunities for Your District*. Austin: TCEA-1998.