

The logo for the Minnesota Literacy Council. It features the word "MINNESOTA" in a black box above the word "Literacy" in a red serif font, which is above the word "COUNCIL" in another black box. A light blue abstract shape is behind the text.

MINNESOTA
Literacy
COUNCIL

Sharing the Power of Learning

Training Catalog

2014-2015

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Our trainers will come to you! Please contact us if you'd like us to do a custom training or in-service workshop at your location. We ask that you have a minimum of 10 participants.

For technology in-services, contact Susan Wetenkamp-Brandt at SWBrandt@mnliteracy.org or 651-645-2277 ext 206.

For all other in-services, contact Rob Podlasek at Rpodlasek@mnliteracy.org or 651-645-2277 ext. 206

Pre-service Volunteer Tutor Training

ESL Tutor Pre-service Training - 12 hours

For tutors who will be teaching Adult ESL students in a 1-1 or small group setting. Topics include culture, assessment and accountability, teaching listening and speaking skills, teaching reading and writing skills, and lesson planning. The training meets the Minnesota ABE standards for volunteer tutor training.

Length: 12 hours

Primary audience: ESL tutors

ESL Tutor Pre-service Training - 6 hours

For tutors who will be teaching Adult ESL students in a one-to-one or small group setting. Workshop focuses on activities for teaching listening, speaking, reading and writing.

Length: 6 hours

Primary audience: ESL tutors

Reading, Writing, Math and GED Tutor Pre-Service Training - 12 hours

For tutors who will be teaching reading, writing, math or GED to adult native-born or advanced ESL students in a one-to-one or small group setting. Topics include assessment, goal setting, accountability, working with textbooks, teaching decoding skills, teaching comprehension, teaching spelling, process writing, teaching math, and a GED overview. The training meets the Minnesota ABE standards for volunteer tutor training.

Length: 12 hours

Primary audience: Literacy tutors

Reading, Writing and GED Tutor Pre-Service Training - 6 hours

For tutors who will be teaching reading, writing, math or GED to native-born or advanced ESL students in a 1-1 or small group setting. Workshop focuses on activities for teaching reading, writing, and math.

Length: 6 hours

Primary audience: Literacy tutors

Volunteering in the ESL Classroom

For tutors who will be working as classroom assistants in an Adult ESL classroom. Workshop covers common ESL classroom activities, how to be a “floater,” leading a reading group, error correction, and working with ESL teachers.

Length: 3 hours

Primary audience: ESL Classroom assistants

Volunteering in the ABE/GED Classroom

For tutors who will be working as classroom assistants in an ABE or GED classroom. Topics include how to “float,” helping with reading comprehension assignments, helping with math assignments, GED overview, and working effectively with the classroom teacher.

Length: 3 hours

Primary audience: ABE/GED Classroom assistants

Catch the Feeling: Becoming an Excellent ESL Tutor

It feels great to help adult immigrants learn the language skills they need to succeed as workers, parents, and community members. Do you ever wish that you could be more effective at facilitating the learning process? Come to this interactive workshop and experience what it is like to be an adult language learner. We'll identify some best practices for tutoring to open your eyes and give you new ideas.

Length: 2 hours

Primary audience: ESL Classroom assistants



In-Service Training— Listening and Speaking

Unless noted, all in-services are 1.5-2 hours long

Sessions can be adapted to meet the specific needs of your program.

Teaching Low-Level Listening and Speaking

Do you work with low level students who are just beginning to listen and speak in English? Then this workshop is for you! This workshop will include teaching techniques as well as activities for practice. In particular, methods for teaching non-literate students will be discussed.

ESL Conversation Activities

Ask your learners what they'd like to work on and the majority of them will say, "conversation". In order for our learners to feel comfortable engaging in conversation outside the classroom, we need to give them ample time to try using language in a genuine, yet safe atmosphere. Learn fun, interactive ways to help your students build fluency in English conversation.

5-Minute Pronunciation Lessons

Teachers and students know the importance of pronunciation, but it is challenging to find a teaching method that is effective without being too technical and confusing. Come learn methods for adding simple five minute pronunciation lessons to class whenever the need arises. These methods can be used to teach sounds or intonation. No knowledge of the International Phonetic Alphabet is required.

Grammar Basics for Tutors

One of the great rewards of teaching is the opportunity to learn. What's a non-count noun? What's the difference between the present simple tense and the present progressive tense? What *is* the present progressive? Come meet with other tutors who have similar questions and unleash your inner geek as you gain insight into how the English language works. We'll explain common grammar terms and learn new ways to think about grammar.

Teaching Vocabulary

Learning vocabulary can be more than just drilling lists of spelling words. Learners retain more when vocabulary is presented and applied in meaningful, context-rich methods – and a little fun never hurt either! Explore a variety of activities to help students learn and practice English vocabulary.

In-Service Training— Reading and Writing

Unless noted, all in-services are 1.5-2 hours long

Sessions can be adapted to meet the specific needs of your program.

Teaching Low-Level Reading and Writing

This workshop focuses on strategies for working with adult ESL students who have limited or no literacy in their first language. Participants will learn about the special challenges low-literacy learners contend with, reading and writing readiness activities, and tasks to use in the classroom.

Teaching Reading Fluency

Learn a variety of activities to help students build their reading accuracy, rate, and prosody.

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.

Teaching Reading Vocabulary

Vocabulary is one of the four key components of reading instruction (and usually the favorite of students). Come learn how to choose vocabulary words, teach them explicitly, and practice them to mastery.

Reading Comprehension

Learn a variety of strategies for helping students improve their reading comprehension skills. Emphasis is on developing good reading-for-comprehension and study skills

Teaching Writing with Poetry

Poems can be a great writing activity for your students. Come explore a variety of poetry formats that will get your ESL or reading students writing easily.

2014 GED Preview and Overview

The new General Educational Development assessment will be very different from the current test. This session provides an preview of the changes, an overview of the question types, and updated information about test content.

In-Service Training— General

*Unless noted, all in-services are 1.5-2 hours long
Sessions can be adapted to meet the specific needs of your program.*

Checking Comprehension

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.

Error Correction

How do you decide which errors to correct? What are the best ways to give feedback to students? Come and discuss ideas to improve the way you give feedback and learn about a process you can use when doing error correction.

10 Tips for Tutoring Adult ESL Students

Whether you tutor one-to-one, help a teacher or lead a class, you can benefit from understanding some of the theory of how adults learn languages. In this workshop we'll discuss tips that come out these theories. We'll also try some activities that put this tips into practice.

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.

Give Your Worksheets a Workout

Worksheets and workbooks are a part of almost any classroom. But are you and your students getting the most out of these pages? Learn strategies for using conventional worksheets in ways that get students talking, moving, and creating with the language. From simple routines and activities to real-life projects, give your worksheets a workout!

How Adults Learn Languages

Learn what research has to say about what works in the language classroom and discuss with your fellow tutors how you can apply these suggestions while you are helping adult ESL students.



New!

Here's Your Lesson Plan—Now What?

Not sure what the next step is after you read a lesson plan? Which materials should you use? How can you make the plan more flexible to meet the needs of students with varied abilities? This in-service will address how to select materials, add some flexibility to a plan, explain directions for activities, and considerations when introducing new language.

In-Service Training— Other

*Unless noted, all in-services are 1.5-2 hours long
Sessions can be adapted to meet the specific needs of your program.*

GED Prep

Many students have passing the GED Test as one of their short- or long-term goals. Come get an overview of the history and philosophy of the test and learn some concrete ways to help learners prepare for it.

Teaching Citizenship

Learn about the citizenship process, how to fill out the forms with your students and the usual timeline for becoming a citizen. Teaching materials, including a copy of the 100 history and government test questions, a list of citizenship resources, and reproducible worksheets will be provided.

Teaching Math

Learn strategies for helping students with math. Emphasis is on how to use math curricula effectively as well how to teach real-life math skills.

Teaching CASAS Competencies

Many of our learners regularly take the CASAS test, an assessment measuring language skills. How can volunteer tutors help learners improve their CASAS scores and test-taking skills while still meeting the learners' communication needs? This workshop will introduce CASAS competencies to volunteer tutors, explain how the test works, and suggest how to best incorporate learners' test results into instruction.

Using Volunteers in the ABE/ESL Classroom

Explore best practices in effectively integrating volunteers into the classroom. Learn some concrete activities that volunteers can do to help with student achievement. Review strategies for communication and recognition.
Primary Audience: Teachers and volunteer coordinators

In-Service Training— Educational Technology

Here is a sampling of the educational technology trainings the literacy council can provide. All trainings are 2-3 hours in length and aimed at ESL/ABE teachers and volunteers. Sessions can be adapted to meet the specific needs of your program.

Basic Computer Skills Curriculum Planning

Both adult English learners and American-born adult learners need basic computer literacy. Come to this workshop to get resources to help you plan a computer skills class. We will begin with choosing which competencies to teach, and then find lessons, curricula, and online resources to teach those competencies.

Intro to Video Editing for ESL/ABE Classrooms

Video, video everywhere, what to do with all of it? You finally got that video camera and took lots of footage but now what to do with it. Don't be intimidated by the video editing process. This training will teach you to make useable projects for your classroom.

Introduction to English for All and USA Learns

English for All and USA Learns are two approved distance learning products for adult English language learners. Come to this session to experience them for yourself! We will also explore the tools these websites offer for teachers to monitor their learners' progress.

Online Productivity Tools

There is a wealth of free tools online that ABE teachers and staff can use to work more efficiently. Come to this workshop to learn how to quickly and easily create instructional materials and videos using Jing, schedule meetings using Meeting Wizard, and collaborate online with Google docs.

Social Networking Resources

Facebook, My Space, YouTube, Podcasting and others are all the rage among students. Find out about these social networking tools and how elements from them can be used in a positive manner to help teach your students.

Teaching with PowerPoint

How can PowerPoint be used to create class projects and enhance language learning? This in-service will provide a tour of sample project activities and then walk you through basic instructions on using PowerPoint with learners.

Teaching with Wikis

Wikis are free, collaboratively built websites. Teachers can use a wiki to quickly and easily build a classroom website that is accessible to learners. Participants will explore several Adult Education wikis and then start their own.

Online Training

MLC's free, interactive online courses are self-paced. Many offer CEUs. 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.