

Boom in Your Zoom: Creating Virtual Workshops for Head Start Staff

A Virtual Training August 12-13, 2020

Creating a New Normal – As the Head Start community responds to the Covid19 epidemic, our work with children families, and staff adapts and adjusts. These unprecedented circumstances pivot our usual normal toward new formats and venues. And since professional development is key in preparing staff for this new normal, the team at TTAS/WKU has developed a seminar on the basics of effective virtual training for Head Start staff. We hope you can join us in this timely opportunity!



Who Should Participate? A perfect professional development venue for Managers, Supervisors, and Other Program Leaders responsible for pre-service workshops, regular workshops, or those stretching their training skills.

Intimate! Open to only 30 participants.

Seating is limited and registration is only available until **Aug 7th**. For details on registering, please see page 3.

Tentative Agenda

Agenda is in the **Eastern Time Zone**.

Please be sure to *adjust the times* to your own time zone.

Wednesday, August 12, 2020 – *Virtual Session*

12:30 – 1:15 PM EDT	Welcome Overview Outcomes
1:30 – 2:15 PM EDT	Workshop Basics
2:30 – 3:15 PM EDT	Role of Facilitator
3:30 – 5:00 PM EDT	Know Your Audience Skill Building on Key Points

Thursday, August 13, 2020 – *Virtual Session*

12:30 – 1:15 PM EDT	Working with Zoom
1:30 – 2:15 PM EDT	Instructional Strategies
3:00 – 3:45 PM EDT	Power of PowerPoint
4:00 – 5:00 PM EDT	Special Considerations Further Skill Enhancement Summary

The Standard Registration Fee is \$375 per person. Members of **T/TAS@Your Service** may qualify for the Subscriber Rate of \$350 per person. (Please visit www.ttas.org for information on how to become a subscriber.)

Learning Outcomes

- ★ **Learn the basics** in creating effective virtual learning experiences for working adults.
- ★ Use the elements of a **well-designed learning experience**.
- ★ Apply conditions in being **an effective virtual facilitator**.
- ★ Understand **the dynamics** of participants in virtual learning.
- ★ Learn how to **use Zoom** for effective adult learning.
- ★ Design instructional strategies **for maximum participant engagement**.
- ★ Consider additional factors in creating **meaningful learning experience**.

Your Presenters



Luis Hernandez, T/TAS Early Childhood Education Specialist, holds an M.A. in Bilingual/Multicultural Education from the University of San Francisco. Luis brings solid expertise to his position based on his work history in Head Start, child care, Pre-K programs, college and universities, child care resource and referral administration, and professional development design. Luis' work focuses on a wide range of early childhood education and professional development topics. His expertise includes early literacy, dual language learning, adult learning practices, changing demographics and diversity, and ECE management and partnership topics. As a regular presenter and keynote speaker at international, national, state, and local conferences, Luis is highly regarded **for his motivational and energizing presentations.**



Sherri Meyer, Early Childhood Education Specialist, has worked in many capacities in the early childhood field since 1992. She has a Bachelor's degree in Elementary Education with a Middle School Math Endorsement and a Master of Arts in Education in Interdisciplinary Early Childhood Education birth to age 5. Both of her degrees were earned at Western Kentucky University. She has worked with children of all ages from birth to school age in child care, Early Head Start, and Head Start. Sherri has much experience working with early care and education professionals in providing training and technical assistance both in Kentucky and around the country. She continues to enjoy being an adjunct professor for Family and Consumer Science Department at WKU working with individuals who are interested in the early childhood field. She enjoys spending time at the beach, spending time with her family, and doing projects around her home.

(T/TAS reserves the right to substitute presenters.)

IMPORTANT Participation and Technology Information Required to Participate

- ★ **We highly recommend participating from a [desktop or laptop computer](#)**, as opposed to a mobile device, for the best participation and audiovisual experience. A high speed internet connection is recommended as the training may be bandwidth intensive at times.
- ★ Participants must register individually and must have a valid and active individual e-mail address to participate. Groups of individuals cannot participate using a single e-mail address.
- ★ **This event will require you to access the T/TAS learning management system, [Adobe Captivate Prime](#).**
 - Participants will be sent an email before the start date which will provide a link to login to Captivate Prime.
 - The first time you use Captivate Prime, you will be required to use your email address to create an Adobe ID and you will need to create your own unique password. Your T/TAS Captivate Prime account is a free service provided as part of the online course or virtual event, and you can use the same account for future T/TAS events.
 - After you sign in to Captivate Prime, you will be able to access the event dashboard which will provide your access to the agenda, the live Zoom Webinar URLs, any PDF materials, or suggested external resources.
 - If you will be accessing the training on a *desktop or laptop computer*, you will not need to download any Captivate Prime add-ons.
 - If you will be accessing the training on a *mobile device*, you will need to install the free Captivate Prime mobile app to participate.
- ★ **The event will also require you to access the [WKU Zoom Video Conferencing website or app](#).**
 - If you are participating in the live Zoom session on a *desktop or laptop computer*, you can simply enter the Zoom session using the URL you will receive.
 - If you are participating in the live Zoom session on a *mobile device*, you will need to install the free Zoom Cloud Meetings app to join the session.
- ★ Participants may experience delays in accessing the training based upon the speed and reliability of their computer or mobile device and internet access.
- ★ Participants are responsible for completion of the event within the stated timeframe.

Registering for T/TAS Virtual Events

It is easy to register for events sponsored by T/TAS! Register online for any T/TAS virtual event. Visit our web site at ttas.org, locate the event for which you wish to register, and then click on the Register button.

Payment Policy: *Payment or Purchase Order is due at time of registration.* Registrations received without copy of Purchase Order or payment by check or credit card will not be confirmed to participate in this virtual event.

Registration Deadline: Unless the event fills first, registrations for this virtual event must be received by **August 7, 2020.**

Enrollment is Limited: T/TAS cannot guarantee enrollment at virtual events. If available enrollment slots fill, you will have the option of being placed on a waiting list in case space reopens due to cancellations.

Confirmation of Registration: Registrations can only be confirmed by e-mail. Please provide a unique email address for the participant. If an administrator needs to receive a copy of the confirmation, please include administrative email address. If you do not receive a confirmation within five days of registering for the event, please contact the T/TAS office at ttas.register@wku.edu or call 800-882-7482.

Cancellations/Substitutions Policy: To obtain a refund of registration fees (less \$25 enrollment charge), cancellations must be received by email to ttas.register@wku.edu by **August 10, 2020.** If you do not receive an email confirmation of your cancellation from T/TAS within 3 business days, you must call 800-882-7482 to confirm your cancellation email was received in order to be eligible for the refund. Substitutions can be made up to the cancellation deadline date. ***After the cancellation deadline date, no refunds will be provided.***

T/TAS reserves the right to cancel the event if enrollment criteria are not met or when conditions beyond our control prevail. In the event of cancellation, each registrant will be contacted. The liability of T/TAS is limited to the refund of registration fees only.

Continuing Education Units (CEUs): Western Kentucky University offers Continuing Education Units (CEUs) for participants successfully completing a T/TAS training seminar. To apply for CEUs, please complete the appropriate section of your registration form and include an additional fee of \$25 per person. Consult the event description to learn how many CEUs are offered for each event.

Photo/Video/Recording Policies: Recording this event with electronic devices is not permitted. Participants of this event may be recorded. By registering for the event, authorization is given by you to be included in any recordings made of live webinar or meeting sessions of this event in connection with T/TAS' programs, publications, the Internet and public web sites. T/TAS and any employees, officers and associates, as well as any assignees, are released from any and all claims for damages for libel, slander, invasion of privacy, right of publicity, or any other claim based on use of the above-described material(s).