



MINNESOTA  
**Literacy**  
COUNCIL

*Sharing the Power of Learning*

# Training Catalog

2018

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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](mailto:swbrandt@mnliteracy.org) or 651-251-9090.

For GED Pre-Service training, contact Rob Podlasek at [rpodlasek@mnliteracy.org](mailto:rpodlasek@mnliteracy.org) or 651-251-9073.

For adult ESL in-services, contact Andrea Echelberger at [aechelberger@mnliteracy.org](mailto:aechelberger@mnliteracy.org) or 651-251-9062.

# 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 and best practices, explaining vocabulary, leading a reading group, error correction, encouraging students to think and problem-solve, 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.

## **Listening and Speaking in the ESL Classroom**

Adult learners at all levels benefit from listening and speaking instruction, yet many ESL classes focus a majority of their time on building literacy. This workshop will explore the reasons that literacy is built on a foundation of strong verbal skills, and offer suggestions for specific activities to integrate speaking and listening into ESL classes.

## **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.

## **Integrating Pronunciation into ESL Lessons**

English language learners are hungry for pronunciation instruction, but it is challenging for ESL teachers to find a teaching method that is effective without being too technical and confusing. As a result, teachers often leave it out altogether. Research tells us that pronunciation instruction should begin when learners are at a beginning level and continue throughout their English language learning careers. During this workshop we will look at areas of pronunciation that will have the greatest impact on ESL learners' intelligibility. We will explore how to tackle pronunciation at any instructional level and how to integrate pronunciation instruction into existing content-based curriculum and lesson plans.

## **Developing Classroom Community**

Fostering a strong community in the classroom increases student retention, motivation, and learning. In this session, participants learn research-supported strategies for developing community in their classrooms, including practices to give every student a voice, recommendations for classroom activities and management, and methods for developing inclusive routines and systems.

## **Grammar is Fun! Games and Practical Approaches**

Adult ESL learners need to be able to recognize and use grammar to become effective communicators, but drilling verb tenses is a surefire way to put learners to sleep. This session explains how to introduce grammar concepts to learners using the functional grammar technique, and how to put the "fun" in functional through games and interactive activities.

## **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 Phonics for Low-Literacy ESL Classes**

This workshop introduces best practices for incorporating phonics routines and activities into classes for low-literacy adult ESL students. Participants will learn how to build in decoding and sound/letter correlation into lifeskills content lessons.

## **Teaching Reading Fluency**

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

## **Understanding Alphabets**

Alphabets is one of the key components to mastering reading. Come learn about the various components of alphabets 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.

# 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 Adult Brains Learn Languages**

Learn what research has to say about how adult brains learn a new language, and what how this influences the teaching practices that we use in the language classroom. Engage in discussions with fellow tutors on how you can apply these suggestions while you are helping adult ESL students develop their language skills.

## **Tutoring an Adult ESL Literacy Level Student**

Do you work with an adult student who is just beginning to learn to read and write? Tutoring a literacy level adult ESL student has unique rewards and challenges. There are very few textbooks aimed at this level. It is difficult to break down their learning goals into smaller, achievable steps. This session will cover suggested goals, processes and activities for helping an adult ESL student learn to read and write.

## **Learner-Centered Lessons**

Wondering how to keep learners from falling asleep in class? Want to get learners up out of their seats and interacting with one another and the material? This in-service will demonstrate techniques and provide activity ideas for increasing student engagement and participation during reading, writing, speaking, and listening.

## **The Role of Culture in Tutoring Adult Learners**

As adult teachers and tutors, we know that culture plays a tremendous role in our day-to-day interactions with learners. Many of us become experts on the cultures of the people that we work with, without ever pausing to think about how each of our actions, expectations, and decisions are influenced by our own culture. In this

training, we will explore what culture means and how building awareness of our personal culture can help us to be more sensitive and aware when interacting with people from a variety of cultural backgrounds.

### **Learners Just Want to Have Fun!**

Wondering how to keep adult ESL learners from falling asleep in class? Want to get learners up out of their seats and interacting with one another and the material? This in-service will demonstrate techniques and provide activity ideas for increasing student engagement and participation during reading, writing, speaking, and listening.

# 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.

## **Immigration 101**

This session will go over the basics of immigration in the U.S., such as how and why immigrants, refugees, and asylees come to the U.S. and Minnesota, how and when they obtain a green card, and how individuals can be detained and deported. It will also look at immigration myths and realities, and provide an overview of immigration history in the U.S.

## **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>

<b>Literacy-Level ESL Instruction</b>	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.
<b>Multi-level English Language Instruction</b>	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.
<b>Research-based Beginning Reading Instruction for Adults</b>	Improve your understanding and use of research-based beginning reading instruction strategies and activities.
<b>Reading Assessments for Adult Basic Education</b>	Learn the purpose and how to use a variety of adult reading assessments - including CASAS, TABE, and other informal reading tests.
<b>Fundamentals of Curriculum Development</b>	This course will give tutors an overview of the curriculum development process and help them gain tools and resources for evaluating and writing curriculum.
<b>Mental Health in Adult Basic Education</b>	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.
<b>Citizenship Tutor Training</b>	The Citizenship Tutor Training educates teachers and tutors to assist students in preparing for the new citizenship exam that began on October 1, 2008.
<b>Teaching Adults with ADHD</b>	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.
<b>Teaching Grammar in Adult ESL</b>	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.
<b>Teaching Pronunciation</b>	This course is for tutors and teachers who want to help students improve their pronunciation of English.
<b>Understanding CASAS for Student Success</b>	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.