



TO: Adult Education and Literacy Council Directors
FROM: Dr. Shelia Wilkerson, Professional Development Coordinator
DATE: January 8, 2021
SUBJECT: Professional Development/Training Opportunity

The Arkansas Adult Learning Resource Center (AALRC) is pleased to offer the following workshop:

Workforce Development: Train-the-Trainer Series for Contextualized Instruction

All workshops are scheduled from 9:00am – 3:00pm and will be conducted by region. **Please note: the Northwest Region training initially scheduled for September 21, 2021 has been moved to September 24, 2021.**

Training Date	Time	Training/Workshop	Session ID#
August 27, 2021	9:00am – 3:00pm	Southeast Region: UAM College of Technology-McGehee – Location Monticello	456016
September 10, 2021	9:00am – 3:00pm	Northeast Region: U of A CC Batesville – Location Batesville	456037
September 17, 2021	9:00am – 3:00pm	Southwest Region: ASU Three Rivers Adult Education – Location Malvern	456040
September 24, 2021	9:00am – 3:00pm	Northwest Region: ATU Ozark – Location Ozark	456050
September 28, 2021	9:00am – 3:00pm	Central Region: AALRC – Location Little Rock	456051

This training is an introduction to contextualized skills and techniques to assist with training teachers as a lead workforce development teacher. The training will also assist in developing learning plans and instructions that support exploring and preparing students with career pathways.

Coursework includes the following:

- Exercises on preparing sample training instructions, utilizing approved career preparation materials, such as the McGraw-Hill Workforce Career Companion and Workplace Skills Career Readiness Preparation Series or other career/technical education instructional resources
- Creating lesson plans and instructions for teaching concurrently and contextually the adult education requirements (basic adult education and literacy)
- Workforce preparation and workplace training in a classroom environment.

The ideal candidate for the Train-the-Trainer training will be detail oriented and have experience in successfully creating and delivering contextualized and integrated lessons in Adult Education. Teachers with experience as lead teacher, who have experience with implementing the Teaching Skills That Matter initiative, mentoring peers, or training in the basic knowledge of developing Subject Matter Experts would be good candidates to apply for this training. Group facilitator and presentation skills are needed.

Each center should have one to two teachers selected to participate in this training. Additional information on space and social distancing requirements will continuously be monitored and communicated. Teacher recommendations must be sent to LaJuana Delph, Workforce Development Coordinator (Lajuana.delph@arkansas.gov) by 4:00 p.m. on Friday, August 20, 2021. Each selected teacher must register using this link: http://www.escweb.net/ar_esc.

The Arkansas Adult Learning Resource Center ensures equitable access and participation in federally funded Title II programs and meets the requirements of Section 427 of the General Education Provisions Act (GEPA). Participants should contact the AALRC at 1-800-832-6242 or info@aalrc.org regarding any special needs required during training, such as accessibility needs, special equipment needs, learning needs and dietary restrictions. In addition, The AALRC will ensure equitable access and participation in Adult Education activities conducted with federal adult education funds.