Getting Instructors Off to the Right Start… And Keeping Them There

- Apply research, data, and self assessment information to get new instructors/tutors off to a good start,
- Explore the components and available resources of an orientation model for new ABE and ESL instructional providers,
- Consider decision points necessary to adapt an effective orientation process for new instructors,
- Examine strategies for maintaining a quality, engaged instructional staff.

8:30 – 9:00 **Registration**

9:00 – 10:00 **Welcome**
The final countdown
Sharing what you learned
- Reports on your culminating projects

Your program is only as good as your instructional staff
Today's workshop

Meet Janice!
Activity 1: What does Janice need to know?

What does the research tell us?

What do your data tell you?

The critical first two years

10:00 – 10:20 **Activity 2:** What are you doing now?

10:20 – 10:35 **Break**

10:35 – Noon **The Critical First Year: An Orientation Model**

- Pre-employment activities
- New instructor hired
- Program orientation

Activity 3: Starting the Process

- Online course or instructor handbook
- Free web-based courses and resources
- Customizable ABE and ESL handbooks

Activity 4: Decisions Again!

- FTF training and initial mentoring

Activity 5: What would it look like?

Noon – 1:00 **Break**

1:00 – 2:30 **An Orientation Model (cont.)**

- Follow up, mentoring, and PD
- New instructor needs check
- Self-assessment and PD plan

Activity 5: Completing the matrix

Activity 6: Janice's case study

2:30 – 2:45 **Break**

2:45 – 3:15 **Keeping New Instructors on the Right Path**

- *First, Break All the Rules*

Bringing LEA to Closure

- Revisiting the Trident
- Sample timeline

3:15 – 3:30 **Next Steps**

- Final webcast
- Planning your graduation

Wrap Up and Evaluation