



Train the Tutor Trainer Course

Deadline: March 31, 2013

Florida Literacy Coalition

Florida's Adult and Family Literacy Resource Center



FLORIDA DEPARTMENT OF EDUCATION

Does your program need tutor trainers?

This three session course will focus on competencies needed to be a good tutor trainer, providing curriculum and resources to offer a tutor training workshop. The format will include classroom and small group work, practice presentations, and distance learning instruction. The course will be facilitated by **Roberta Reiss**. Course content will include:

- A) Tutor training competencies
- B) Tutor training content knowledge in both adult basic literacy and ESOL
- C) Curriculum modules
- D) Presentations by participants reviewed by instructor and peers
- E) Discussion of ProLiteracy Trainer Certification system

While participants will not become certified through this training, the course is aligned to the ProLiteracy National Trainer Certification requirements and will prepare participants to complete the certification process with ProLiteracy. Participants must be registered by their program managers or training coordinators and must commit to attend all three sessions. This course will benefit new trainers, trainers working on updating their tutor training workshops, trainers seeking ProLiteracy Trainer Certification, or trainers interested in improving their skills.

Qualifications: Participants must have attended a tutor training workshop and/or have relevant teaching/tutoring experience. Due to the online nature of one session, each participant must also have access to a personal computer with a printer, internet connection and working e-mail account.

Course Fee: \$25.00 per person. Travel reimbursement of up to \$375.00 per person to attend both of the two in-person sessions may be available through the State Literacy Resource Center, a program of the Florida Literacy Coalition.

Course Dates and Locations (participants must commit to attend all 3 sessions)

May 7, 2013: Pre-Conference Session at the Florida Literacy Conference
10:30 a.m. – 6:00 p.m. at the South Seas Island Resort - Captiva, FL (lunch provided)

June 7 – 8, 2013: Follow-up Session
Orlando, FL (Hotel and time TBD, lunch provided)

Online Tutor Training Course (self paced)

Submit this completed application, attachments and payment by April 6, 2013 to Jessica Ward, Education & Training Coordinator, Florida Literacy Coalition, 250 N Orange Ave, Suite 1110, Orlando, FL 32801. For more information, contact Jessica at (407) 246-7110 x 203 or wardj@floridaliteracy.org.

Sponsored by Florida's Adult and Family Literacy Resource Center, a program of the Florida Literacy Coalition. This initiative is made possible through the generous support of the Florida Department of Education, Division of Career and Adult Education.

Name of Candidate: _____

Address: _____ **Telephone:** _____

E-mail: _____ **Organization:** _____

Org. Address: _____ **Program Manager:** _____

Program Manager's Phone & Email: _____

In order to process your registration, one of the following payment methods must be included: Total Enclosed: \$ _____

_____ My check is enclosed. Check # _____

_____ Please invoice my agency (purchase order or letter of approval must be attached) PO# _____

MasterCard VISA Credit Card # _____ Expiration Date ____/____

3 digit V Code _____ (last 3 digits on back of card) Signature: _____

Billing address: _____

*Has the candidate attended a tutor training workshop and/or served as a tutor/teacher? Explain on separate sheet of paper and attach to application.

Please make checks payable to "Florida Literacy Coalition" and mail or fax to:

Florida Literacy Coalition, Inc., Attn: Registration □ 250 N. Orange Ave., Suite 1110, Orlando, FL 32801 □ Fax: 407-246-7104