**PART 1: Planning Ahead**

**Identify a Need** – *What are the needs of your school/district/educational organization?*

|  |
| --- |
| **School/District/Educational Organization Needs (Based on data, strategic plans, professional development focus, etc.)** |
|  |

**Determine Content –** *What will you offer to training participants?*

|  |  |
| --- | --- |
| **Session:**  Thinkfinity User Training  Thinkfinity Trainer Training | **Time Frame:** |
| **Audience:** | |
| **Customization Elements (Grade level, content area, topics, etc.):** | |

**Set It Up –** *Logistics, Part 1*

|  |  |
| --- | --- |
| **Training Location:** | |
| **Date:** | **Time:** |
| **Site Contact / Technical Support:** | **Contact Phone / Email:** |
| **Equipment Available:** *Describe the equipment available for both the presenter and the participants. Are there tables /desks available for small group activities, if needed? Does the room have an interactive whiteboard? Is there a chalkboard/whiteboard?* | |
| **Software, Plug-ins, Firewalls:** *Check for specific software and plug-ins that will be accessed during the training. Determine name of contact for installation if necessary. Ask if someone will be available to provide technical support, if necessary.* | |

**Set It Up** *– Logistics, Part 2*

|  |
| --- |
| **Registration Process within School/District/Organization:** *How will participants register within their organization for the training? (This is not the Verizon Thinkfinity registering process.).* |
| **Recertification:** *If participants are eligible for recertification credit, what records or forms are required to be competed, and by whom?* |

**Announce Your Session** – *Market and advertise*

|  |
| --- |
| **Training Session Announcement:** *How will you advertise the training session? Do you need permission to post a flyer or send an e-mail to potential attendees?* |

**PART 2: Developing your Training Session**

The successful implementation of a Verizon Thinkfinity training session is based upon the preparations made by the trainer to provide a well organized and meaningful professional development experience. This involves some preliminary tasks that should be completed prior to the start of the actual training session. The checklist below will support your efforts in developing a comprehensive training experience for your participants.

Locate appropriate interactives to WOW the audience

Locate additional training materials (in Verizon Thinkfinity’s Training Materials area)

Develop agenda

Prepare handouts

Gather required supplies

Rehearse presentation

Save presentation to a location that can be accessed during the training session

|  |
| --- |
| **Notes:** |

**Training Plan Agenda**

**Session Details**

Session:  Thinkfinity User Training  Thinkfinity Trainer Training

**Audience**: K-12 Teachers

**Time Frame**:

|  |  |  |
| --- | --- | --- |
| Time | Topic | Details |
| 5 min | Presenter Introduction | * Briefly introduce myself * Welcome participants * Review agenda and make any adjustment as needed |
| 5 min  (Total: 10 | Model Resource | * Ask participants if they teach Elementary, Middle or High School * Graph answers using [Bar Grapher](http://illuminations.nctm.org/ActivityDetail.aspx?ID=204) from Illuminations * Bar Grapher is just one of the many interactive resources available at Thinkfinity |
| 10 min  (Total: 20 min) | Thinkfinity Overview | * Show [Thinkfinity “Take a Tour Video”](http://www.thinkfinity.org) * Lesson plans, student materials, peer-reviewed web links, interactives, videos * Resources for educators, students, parents, and after school programs |
| 30 min  (Total: 50 min) | Partner Site Introductions | * Identify partner organizations and content of each site. * Give participants [Content Partner Info (pdf) Handout.](http://my.uen.org/myuen/70775/9) * Give participants [Content Partner Quick Tour Activity](http://my.uen.org/myuen/70775/9) and let them work on the activity until break. |
| 15 min  (Total: 65 min) | BREAK TIME! | |
| 15 min  (Total: 80 min) | Showcase: [Illuminations](http://illuminations.nctm.org/) | * Search activities by grade level (6-8) * Demonstrate [Deep Sea Duel](http://illuminations.nctm.org/ActivityDetail.aspx?ID=207) * Let participants play for a few rounds – first person to win three rounds gets a candy bar! * Identify links to Activities, Standards, Lesson plans, Weblinks * Go to [Lessons](http://illuminations.nctm.org/Lessons.aspx), search “Geometric Solids” * Select [Geometric Solids and Their Properties](http://illuminations.nctm.org/LessonDetail.aspx?id=U122) * Identify/Review learning objectives, materials, instructional plan, and assessment * Note that all partner sites will have similar format |

**Customization Elements**:

|  |  |  |
| --- | --- | --- |
| Time | Topic | Details |
| 15 min  (Total: 100 min) | Showcase: [Smithsonian](http://historyexplorer.americanhistory.si.edu/) | * Quickly show [History Explorer/Timeline](http://americanhistory.si.edu/timeline/index.cfm) * Go to [America on the Move](http://americanhistory.si.edu/onthemove/) * Guide participants to America on the Move [Games](http://americanhistory.si.edu/onthemove/games/) * Give participants 5 minutes to explore Games * Guide participants to America on the Move [Learning Resources](http://americanhistory.si.edu/onthemove/learning/) * Give participants 5 minutes to explore Learning Resources |
| 15 min  (Total 115 min) | [Thinkfinity Search Engine](http://www.thinkfinity.org/in-the-classroom) | * Demonstrate/follow along use of [Thinkfinity Search](http://www.thinkfinity.org/in-the-classroom) * Participants explore Search and find 2-3 lessons/resources relevant to the grade/subject they teach. |
| 10 min  (Total 125min) | Sharing Resources | * Participants group according to grade/subject teaching assignment * Participants “think-pair-share” a resource they found during the exploration |
| 10 min  (Total 135min) | Conclusion | * Q &A * Ask participants to share the Thinkfinity site in their school setting * Show [Social Media PPT](http://my.uen.org/myuen/70775/9) and [contact info](http://my.uen.org/myuen/70775/Home) * Complete [participant survey](http://profdev.uen.org/eval/) |