



# District Institute Preparation



Before the Institute	Who	Done
Based on the <i>District Implementation Plan</i> , communicate with stakeholders about the role of Institute in overall district plan and expected outcomes and follow-up requirements.	District Lead	<input type="checkbox"/> _____ Date
Communicate with E.L. Achieve regarding specific district needs/issues	District Lead	<input type="checkbox"/> _____ Date
Schedule sessions: <ul style="list-style-type: none"> <li>■ Day 1 and 2 may be consecutive days or up to two weeks apart</li> <li>■ Days 2 and 3 must be at least two weeks apart</li> </ul>	District Lead, E.L. Achieve	<input type="checkbox"/> _____ Date
Determine Institute details (locations, meals, support, room set-up, etc.)	District Lead	<input type="checkbox"/> _____ Date
Recruit participants based on <i>District Implementation Plan</i> priorities using sample flyer and registration template provided by E.L. Achieve. Select appropriate audience participation (ie. ELD teachers vs. Content area).	District Lead	<input type="checkbox"/> _____ Date
Collect Institute registration, maintain attendance database and create participant name-tags/sign-in sheets for each session.	District Lead	<input type="checkbox"/> _____ Date
Order <i>FA to Systematic ELD Handbook</i> two weeks prior to Day 1	District Lead	<input type="checkbox"/> _____ Date

## During the Institute

<ul style="list-style-type: none"> <li>■ Ensure needed materials, equipment and room set-up</li> <li>■ Provide staff for sign-in and technical trouble shooting</li> <li>■ Collect session evaluations for E.L. Achieve</li> </ul>	District Lead	<input type="checkbox"/> _____ Date
Attend Day 1; explain District EL Guidelines during session	District Lead	<input type="checkbox"/> _____ Date
Provide participant activities and presentation ppt. for each session.	E.L. Achieve Presenter	<input type="checkbox"/> _____ Date
<ul style="list-style-type: none"> <li>■ Provide Systematic ELD Participant Website access information</li> <li>■ Provide email address to participants for questions and comments.</li> </ul>	E.L. Achieve Presenter	<input type="checkbox"/> _____ Date
Prepare <i>Certificates of Completion</i> for final session.	District Lead	<input type="checkbox"/> _____ Day Three Date
Respond to participant questions/concerns via email.	Presenter	<input type="checkbox"/> _____ Date
Send email updates and information to participants.	District Lead	<input type="checkbox"/> _____ Date
Submit copies of evaluation forms for each session to E.L. Achieve	District Lead	<input type="checkbox"/> _____ Date

## Training Materials List and Room Set-Up

(Host Agency Responsibility)

<b>Materials</b>	<b>Set-Up</b>
<p><b>Presenter Supplies</b></p> <ul style="list-style-type: none"> <li>❖ Push pins</li> <li>❖ Roll of masking tape</li> <li>❖ Markers for chart paper</li> </ul> <p><b>Participant Table Boxes</b></p> <ul style="list-style-type: none"> <li>❖ Post-it notes</li> <li>❖ Pens/Pencils</li> <li>❖ Highlighters</li> </ul> <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>❖ Handbook for each participant (order from <i>E.L.Achieve</i>)</li> <li>❖ Name tags with first names in large print</li> <li>❖ <i>Certificates of Completion</i> (electronic master provided by E.L. Achieve) for final session</li> <li>❖ Participant Sign-in Sheet</li> <li>❖ Credit/units forms and information, as needed</li> <li>❖ Electronic list of participant emails to E.L. Achieve for follow-up, if possible</li> </ul>	<p><b>Room</b></p> <ul style="list-style-type: none"> <li>❖ Round or rectangular tables (6-8 people each)</li> <li>❖ Flip chart, stand and markers</li> <li>❖ Wall and floor space for ease of movement and posting charts</li> <li>❖ Three extra tables for registration, presenter supplies, and projector</li> <li>❖ LCD Projector for powerpoint presentation</li> <li>❖ Large screen with good visibility</li> <li>❖ Clip-on microphone</li> <li>❖ Speakers for laptop</li> </ul> <p><b>Refreshments</b></p> <ul style="list-style-type: none"> <li>❖ <i>Breakfast</i> – coffee/tea/juice, protein (eggs or yogurt, etc.), bread (muffins, bagels, etc.) fruit</li> <li>❖ <i>Lunch</i> – Don't forget vegetarian options</li> <li>❖ <i>Afternoon Snack</i> – water/other beverages, protein (cheese sticks), fruit, sweets (cookie, brownie, or candy)</li> </ul>