

Year-at-a-Glance: SABES Activities July 2011—June 2012

Use this list to help you plan your staff development activities for the year. Additional events will be added over the course of the year. For more information, please consult the main SABES event calendar online: <http://calendar.sabes.org>

B = Boston SABES at A.L.R.I., University of Massachusetts Boston, Wheatley Building, Room 04-167, 100 Morrissey Boulevard, Boston, MA 02125-3393

C = Central SABES at Quinsigamond Community College, 100 Front Street, Worcester, MA 01608

N = Northeast SABES at Northern Essex Community College, Riverwalk Campus, 360 Merrimack Street, Building 9, Entrance K, Lawrence, MA 01843

S = Southeast SABES at Bristol Community College, 777 Elsbree Street, Fall River, MA 02720

W = West SABES at Holyoke Community College, Picknelly Center, 206 Maple Street, Holyoke, MA 01040

DL Offerings Available to All Staff Any Time at <http://calendar.sabes.org>

- SMARTT New User
- Foundations for New Staff: Overview of ABE (formerly the New Staff Orientation)
- Cognos Update: Understanding Program Performance Standards Reports
- SMARTT/Cognos Update: Mid-Year Review
- SMARTT/Cognos Update: Ending the Year
- Introduction to Workforce Development (until December 2011)
- Fundamentals of Assessment

Coming this Fall: Foundations for New Staff ~ The NEW “New Staff Orientation”

This fall, SABES will introduce a new two-part series to meet the requirements of the former *New Staff Orientation*.

- The first part, Foundations for New Staff: Overview of ABE will be offered via Distance Learning. Participants will register online as always using the SABES event calendar.
- The second part, Foundations for New Staff: The Art of Teaching will be offered face-to-face in each SABES region. Participants may register online using the SABES event calendar after they successfully complete the online Foundations for New Staff: Overview of ABE.
- Both components must be successfully completed in order to meet the ACLS requirement for staff new to state-funded adult literacy programs.

IPQ 1 & 2 – Assessment, Curriculum & Instruction, and Countable Outcomes

Jul—Sept 2011

Jan—Mar 2012

Best Plus Test Administration and Initial Certification of Competence (S, W, B, C, N)

Administering and Scoring the TABE CLAS-E (W,S)

Foundations for New Staff: Overview of ABE (DL format) (W, N)

Administering the TABE CLAS-E (N)

Best Plus Test Administration and Initial Certification of Competence (B, W)

Administering and Scoring the TABE CLAS-E (B, W)

Foundations for New Staff: Overview of ABE (DL format) (S, N)

Foundations for New Staff: The Art of Teaching (B, C, W, N)

GED Orientation for New Teachers (C)

Licensure Information Session (C, W)

Oct—Dec 2011

Apr—Jun 2012

Administering TABE Forms 9/10 and TABE Level L (Literacy) (B)

Administering the Massachusetts Adult Performance Tests (MAPT) for Math and Reading (W)

Administering and Scoring the TABE CLAS-E (B, C,)

Scoring the TABE CLAS-E (N)

Administering and Scoring the BEST Plus Oral Proficiency Test (B)

Foundations for New Staff: Overview of ABE (DL format) (B, S)

Foundations for New Staff: Art of Teaching (W, N)

Licensure Information Session (N, B)

Foundations for New Staff: Overview of ABE (DL format) (S, N)

Licensure Information Session (S)

IPQ 3 – Counseling and ADA

Jul—Sept 2011	Jan—Mar 2012
Oct—Dec 2011	Apr—Jun 2012

IPQ 5 & 7 – Planning & Management and Leadership (Organizational Development, Technology)

Jul—Sept 2011	Jan—Mar 2012
<p>SMARTT Update: Starting the New Year (B, C, N, S, W)</p> <p>Cognos Update: Understanding Program Performance Standards Reports (all regions DL)</p> <p>SMARTT New User- available upon request (N)</p>	<p>SMARTT New User (all regions DL)</p> <p>SMARTT/Cognos Update: Mid-Year Review (all regions DL)</p>
Oct—Dec 2011	Apr—Jun 2012
<p>SMARTT New User (B F2F; other regions DL)</p>	<p>SMARTT/Cognos Update: Ending the Year (all regions DL)</p> <p>SMARTT Update: Program Planning (all regions F2F)</p>