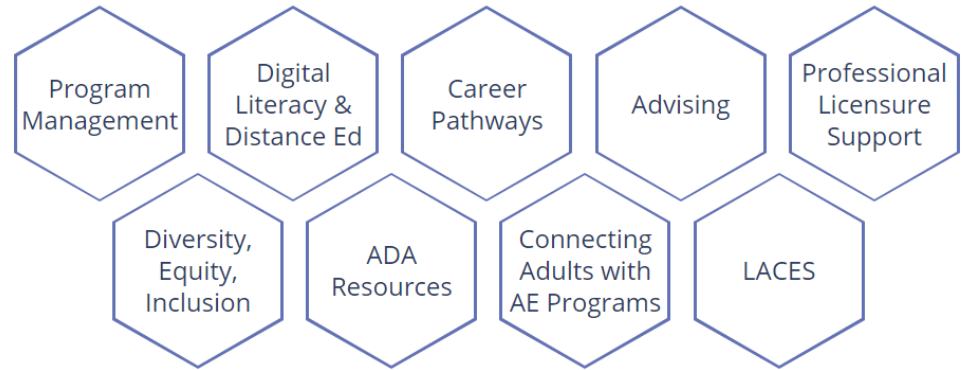# SABES Program Support PD Center

FY22 PD Catalog

S A B E S

This PD Catalog is designed to help you align PD with your program's Continuous Improvement Plan and your individual goals for professional growth.

1. Begin on the next Slide 3

2. Navigate directly to PD for each of our 9 priorities through hyperlinks.

3. Continue to check back...we will update the PD Catalog as we schedule additional PD.

4. Contact us for more information: Luanne_teller@worlded.org

5. Read our Program Support Mission and Vision.

Program Management

Digital Literacy & Distance Ed

Career Pathways

Advising

Professional Licensure Support

Diversity, Equity, Inclusion

ADA Resources

Connecting Adults with AE Programs

LACES

The SABES Program Support PD Center is a project of World Education, Inc., funded by the Massachusetts Department of Elementary and Secondary Education.

SABES

WORLD EDUCATION

The SABES Program Support PD Center (PSPDC) Offers PD on 9 Priorities

Click on each priority for more information about FY22 PD.

1. Program Management and Educational Leadership
2. Career Pathways
3. Education and Career Advising
4. Digital Literacy and Distance Education
5. Connecting Adults with Adult Education Services
6. LACES Support
7. ABE Licensure
8. Diversity, Equity, and Inclusion (DEI)
9. ADA Training and Resources

Please also see options for:

- Program-Based PD and
- On Demand (Asynchronous) PD

PSPDC Priority 1:

Program Management and Educational Leadership

Click here to return to the main index.

Educational leadership makes a difference and has a significant correlation with high quality teaching and student achievement.

The SABES PSPDC provides support to build the capacity of directors to move from transactional to transformative leaders who create opportunities for staff ownership and accountability, PD, and leadership.

PD Offerings

- Foundations for New Staff
- Educator Growth and Effectiveness (EGE)
- Planning for Continuous Improvement
- Directors' Sharing and Learning Groups
- Volunteer Coordinator Sharing Groups
- Asynchronous, On Demand PD

PSPDC Priority 2:

[Career Pathways](#)

The SABES PSPDC offers PD, resources, and guidance to support career pathways program and service delivery on topics such as promising MassSTEP models (IET and IELCE); strengthening WIOA partnerships; integrating career awareness; identifying on-ramps to high demand industry sectors; and workplace education.

PD Offerings

- [Developing a Career Pathway: Contextualized Career Awareness](#)

- [MassSTEP: Recruitment, Engagement, and Transitions](#)

- [Moving Workplace Education Forward](#)

- [Students with Diverse Immigration Statuses: What to Know Now](#)

- [Advising Students with Foreign Degrees and Credentials](#)

- [Workplace Education Programs](#)

PSPDC
Priority 3:

Education and Career Advising

The SABES PSPDC offers PD, peer sharing and learning, resources, and guidance to support effective AE advising on topics such as: mental health first aid; motivational interviewing; college and career navigation; orientation for new advisors; and integrating technology.

PD Offerings

- Advisor Sharing and Learning Groups

- Art of Advising

- Navigating Pathways to Opportunity

- Mental Health First Aid

- Creating Trauma-Sensitive Programs

- Using Programs as Healing Spaces: Returning to Classes and Trauma-Informed Practices

- Motivational Interviewing Training and Circle of Practice

- Tools and Strategies for Remote Advising: The Journey Continues

PSPDC Priority 4:

[Digital Learning and Distance Education](#)

As workplace and educational technology ecosystems continuously evolve, adult educators and students alike need to build strong digital literacy that enables them to adapt to using new tools for new purposes.

The SABES PSPDC provides PD on user-friendly, free, and low-cost educational technology tools, best practices for distance and hybrid education models, as well as an understanding of the optimum conditions, audiences, purposes, and best practices for using them effectively.

PD Offerings

- [Expanding Equitable Access through Distance and Hybrid Education](#)

- [Digital Literacy for Instruction: A Framework to Guide You](#)

- [Partner PD: Ed Tech Center @ World Education](#)

- [On Demand, Asynchronous PD](#)

PSPDC
Priority 5:

[Connecting Adults with AE Services](#)

Click [here](#) to return to the main index.

Through our [MA Adult Literacy Hotline](#) website and call center, the Program Support PD Center connects adults with adult education programs and services across Massachusetts.

We encourage you to visit your program listing on the [Hotline website](#) to be sure it is current.

For more information:
- Review the [*Guide to Recruiting, Onboarding, and Enrollment Strategies*](#) for ideas from programs on how to help meet enrollment targets.
- Contact Hotline Coordinator [Ruby_reyes@worlded.org](#).

PSPDC
Priority 6:

Support for MIS Trainings (LACES)

The SABES Program Support PD Center works closely with ACLS and LiteracyPro to schedule LACES trainings.

Please see the LACES schedule on our SABES homepage. It was most recently updated in January, 2020 and includes dates through June, 2022.

If you have additional requests for LACES trainings that are not on the current schedule, please complete this LACES Training Request form.

Click here to return to the main index.

PSPDC
Priority 7:

[ABE Licensure](#)

The SABES PSPDC provides support to license seekers in addressing the standards required for portfolio development and submission, and also for preparing their demonstration of teaching.

Eight online modules designed to walk you through each step of the process are complemented by customized, individual coaching by educators with specialized experience and expertise in obtaining the License.

Customized Coaching: Once enrolled in the modules, you will be connected to an ABE Licensure coach who will work with you one-on-one to support your progress.

For more information, please contact
Luanne_teller@worlded.org

Priority 8:

Diversity, Equity, and Inclusion

The SABES Program Support Professional Development Center (PSPDC) offers professional development and supportive resources support adult educators in both examining and understanding identity and bias, and acting to make programs more equitable through authentic collaboration, bold leadership and a commitment to change.

PD Offerings

- Implicit Bias, Identity, and Equity: Examining Ourselves as Educators

- DEI in Adult Education: Workplace Assessment and Planning

- Pathways to DEI: Building Student Leadership and Voice

Priority 9:

ADA Resources and Training

The SABES Program Support PD Center offers ADA resources and training, in partnership with the New England ADA Center , on topics such as: the definition of disability; disability rights; ADA compliance; reasonable accommodations; disability etiquette; and auxiliary aids and services.

PD offerings
- Foundations of Disability Series: Inclusive Program Design and Delivery in Adult Education

- Using Assistive & Adaptive Technology for Online and Classroom Learning

Program-Based PD and Coaching

The Program Support PD Center team offers customized, program-based PD and coaching for the nine PD priorities we support.

As resources allow, we work with programs to complement available PD and offer customized solutions that address individual program needs.

Throughout this PD Catalog, you will notice that program-based coaching is already built into many of our PD offerings.

How your program can explore this option:

If you have specific requests for PD that is not available in this catalog or for program- based coaching, please contact Luanne_teller@worlded.org.

Asynchronous, On Demand PD

In the recent UMass Donahue Institute _Adult Education System Evaluation Report 2020_, 75% of respondents reported that "timing impeded their ability to attend PD" and _Key Recommendation 5_ suggested that we "explore adding remote training options with more flexible timing."

In response, the Program Support PD Center is excited to offer our **_"On-Demand" PD Series_** of asynchronous PD videos, intended to provide you with flexible options for PD that you can access when it's convenient for your schedule.

On Demand PD is organized according to six strands:

1. Program Management

2. Digital Literacy

3. Distance Education: Planning and Protocols

4. Distance Education: Tools and Products

5. Advising and Communication

6. Diversity, Equity, and Inclusion (DEI) / Universal Design for Learning (UDL)

Program Management and Educational Leadership
Foundations for New Staff: Online Course

Coming Soon! In March, we will launch the revised version of the ***Foundations for New Staff (FNS): Overview of the Field of Adult Education***. Be sure to check the calendar in early March, and for more information, please contact Luanne_teller@worlded.org.

The FNS course is an asynchronous online course with a facilitated online discussion. It comprises five modules that together will provide new staff with an orientation to our work:

1. Overview of the Field of Adult Education in Massachusetts and in the United States
2. Supporting Meaningful Change: The SABES Professional Development System
3. Overview of Effective Teaching
4. Overview of Effective Advising
5. The Massachusetts Accountability System and LACES

Click here to return to the Program Management and Educational Leadership main index.

Click here to return to the PSPDC main index.

Program Management and Educational Leadership
Educator Growth and Effectiveness (EGE)

The Educator Growth and Effectiveness (EGE) model is a flexible, teacher-centered process supported by ACLS and SABES to strengthen teachers' practice and help them become as effective as possible.

Online, Asynchronous Course

- **Part 1: Overview of EGE**: Introduces the model; this module is a prerequisite for all EGE participants.

- **Part 2: Customized online course modules** according to EGE Role:
  - EGE for Team Leaders/Program Directors
  - EGE for Teachers
  - EGE for Coaches

Monthly virtual Community of Practice (CoP) Meetings for networking and support in implementing EGE.

Click here to return to the Program Management and Educational Leadership main index.

To Register and Learn More:	
3/14	Module 1: Overview of EGE (Online Course, 2 hours, register via this link) Once you complete this prerequisite, you will automatically be able to take the second, role-based module.
3/14-4/29	EGE For Teachers (4 hours) EGE for Directors (4 hours) EGE for Coaches (6 hours)
4/5 5/10	EGE Community of Practice for Directors and Team Leaders

Click here to return to the PSPDC main index.

Program Management and Educational Leadership
Planning for Continuous Improvement (PCI)

This multi-session PD event includes three PD sessions and opportunities for program-based coaching. Programs are strongly encouraged to attend in teams.

The PCI PD will be offered starting on March 1, 2022. In addition the the three PD sessions, participants will receive program-based coaching. In FY23, we will reconvene for a PCI Summit where participants will share their projects and network to receive and give feedback

PD Sequence (All components are required): Register [Here](#)
1. Preparing to Plan: 3/1/22
2. Leading with Data for Continuous Improvement 3/29/22
3. Developing a Continuous Improvement Plan: 4/26/22
4. FY23: PCI Summit (Reflecting on the Planning Process and Plan)

For more information, please contact Luanne_Teller@worlded.org.

Click [here](#) to return to the Program Management and Educational Leadership main index.

Click [here](#) to return to the PSPDC main index.

Program Management and Educational Leadership
Directors' Sharing and Learning Groups

PSPDC Director Luanne Teller facilitates these online conversation so directors can share ideas, strategies, challenges, and successes. Our discussions focus on the key issues that directors bring.

In April, we will pilot a new process that convenes directors according to program type. Members of your leadership team are welcome to attend this session.

April 2022 sessions will be posted soon according to this schedule:
- **Colleges (2 and 4 year)**: April 4, 2022: 12:30 p.m. – 2:00 p.m.
- **Corrections**: April 8, 2022: 9:30 a.m. – 11:30 a.m.
- **LEAs and Municipal Agencies**: April 8, 2022: 12:30 p.m. – 2:00 p.m.
- **CBOs and Non-profits**: April 14, 2022: 12:30 p.m. – 2:00 p.m.

For more information, please contact Luanne_teller@worlded.org.

Program Management and Educational Leadership
Volunteer Coordinator Sharing Groups

The final two meeting this year are scheduled! These virtual sharing and learning group meetings, facilitated by PD Specialist Michele Sedor, are designed for new and experienced volunteer coordinators and others in adult education programs who work with volunteers.Each season focuses on a specific component of managing and implementing an effective volunteer program, based on input from the group on topics of interest.

1. **March 10, 2022 from 1:00 p.m. - 2:30 p.m.**: **Register here**
   ***Volunteer Coordinator Sharing Group: Having Difficult Conversations in the Context of Diversity, Equity, and Inclusion**, Presenters: Michele Sedor and Change Agent Editor Cynthia Peters

1. **May 19, 2022 from 1:00 p.m. - 2:30 p.m**.: Save the Date! Will be posted to the calendar soon.

Developing a Career Pathway: Contextualized Career Awareness

- [Picture This Job: Career Exploration for Beginning Level Learners](#) on February 2nd, 2022 from 10:30-12:00 pm.
  - In this interactive online session, participants will access career exploration activities that can be used with beginning level students right away. Participants will engage with a series of image-based activities that help students develop vocabulary and practice simple sentence structures, while gaining knowledge about careers in the United States.
- [Using Career Contextualized Activities While Achieving Academic Gains](#) on February 9th and February 16th, 10:30 am - 12:00 am. In this interactive online series, participants will explore and try out activities for intermediate to advanced learners that develop reading, writing, and critical thinking skills while introducing students to careers, industry sectors, labor market, and career pathway opportunities.

MassSTEP: Recruitment, Engagement, and Transitions

MassSTEP: Build It So They Will Come! *This is a two part series, and while participation in both sessions is highly encouraged, it is not mandatory. Appropriate for all staff and partners interested in improving recruitment and partnership efforts.*

- MassSTEP Recruitment: Build It So They Will Come! February 11th 2022 10:00 - 11:00 am. Join this session to learn about fresh ways to think about recruitment, including internal recruitment, programmatic structure and scheduling, building awareness at all program levels, and strategic outreach. Hear about national and state recruitment approaches and explore how you can apply them to your MassSTEP program.
- MassSTEP Partnership: Build It So They Will Come! February 18th 2022 10:00 - 11:00 am. Partnerships are not only an essential and mandated part of MassSTEP programming, but they are also the key to effective participant recruitment and transition to employment. Join this session to explore new ways to think about partnerships, and hear from national and state partnership models that you can apply to your own program.

Career Pathways
MassSTEP: Recruitment, Engagement, and Transitions

MassSTEP: Program-Wide Planning and Continuous Improvement *This session is most appropriate for directors, coordinators and key staff in charge of shaping, improving and developing MassSTEP programming.*

- MassSTEP: Program-Wide Planning and Continuous Improvement March 3rd 2022 1:00 - 2:30 pm Use the MassSTEP rebrand as an opportunity to assess, reset, and plan for the future. This session will ask you to view your program through the lens of continuous improvement to identify key points and opportunities. With a focus on developing the infrastructure required for a successful program, shared approaches and models will include: situating your program within an intentional career pathway, meeting student needs through MassSTEP regionalization, and meeting MassSTEP credential requirements for student success.

MassSTEP: Unlocking the Integrated Education and Training (IET) Design Toolkit *This session is open and appropriate for new, experienced and prospective MassSTEP directors, coordinators, teachers and advisors.*

- **Register:** MassSTEP: Unlocking the Integrated Education and Training (IET) Design Toolkit March 31st 2022 10:00 - 11:30 am. Do you want to know more about the on-demand resources and support you can access to build and implement a MassSTEP program? Join this session to get up to date with the Integrated Education and Training Design Toolkit, which guides teams or individuals through the planning process for identifying, designing, and implementing an integrated education and training (IET) program. This session will also introduce additional on-demand national trainings and supportive resources for IET / IELCE programs that MassSTEP staff can access anytime.

Contextualizing Curriculum for the Workplace

In this two-part series, participants will explore strategies and share best practices for enhancing contextualization in the development of workplace curriculum. Session 1 introduces strategies for using authentic materials and building lesson plans, and session 2 creates an opportunity for participant sharing. Between sessions, participants will design a lesson using strategies from session 1.

Workplace Education Program sharing groups are structured, peer-led, and facilitated sharing meetings designed specifically for workplace education staff. Each meeting will focus on one or more topics identified as priorities through a survey. *Dates, times and location to be determined.*

If you are interested in learning more about Workplace Education programs and want to be notified of meetings and sessions, please contact dani_scherer@worlded.org, or kathleen_oconnell@worlded.org

Return to the Career Pathways main index.   Click here to return to the main index.

Career Pathways
Advising Students with Foreign Degrees and Credentials

Advising Students with Foreign Credentials: Build Your Skills
Participate in this interactive session if you want to develop your skills advising students with foreign degrees and credentials. Using real student scenarios, you will apply advising strategies, practice using resources, and use new knowledge to help students navigate education and career opportunities.

Participants will also review and practice using the Advising Students with Foreign Degrees and Credentials guide, which uses a flowchart to helps advisors and programs determine the best course of action for navigating the process.

March 11th 2022 from 9:30a, - 11:00 am Register here.

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Click here to return to the main index.

Career Pathways
Students with Diverse Immigration Statuses:
What to Know Now

Participants joining this session will review the basics of immigration as they relate to adult learners, including how immigration status can impact education and employment opportunities for learners. Expert presenters from the Massachusetts Immigrant and Refugee Advocacy Coalition (MIRA) will share resources that participants can use to better serve all learners at all immigration statuses.

[Learn more and register](#)

Session	Date	Times	Presenter/s	PD Hours	Location
Advising and Teaching Students with Diverse Immigration Statuses: What to Know Now	October 28th 2021	1:00 pm - 2:30 pm	Jessica Chico and Margalit Tepper (from MIRA)	1.5	Online

Education and Career Advising
Advisor Sharing and Learning Groups

Advisor Learning and Sharing Groups are open to all those with advising duties. Meetings include discussion, guest speakers, resource sharing and peer-support. Some meetings are open to the whole state, while others are open to those working in certain regions.

The first set of ten meetings has been posted. Stay tuned for winter and Spring dates.

Click on the links to register for meetings either in your region, or meetings that are open to anyone in the state.

Meeting and region	Date	Time
West regional meeting	Fri. Oct. 8, 2021	1pm-2:30pm
Central regional meeting	Wed. Oct. 13, 2021	10am-11:30am
Northeast regional meeting	Tues. Oct. 19, 2021	1pm-3pm
State-wide (hosted by Southeast)	Tues. Oct. 26, 2021	1pm-2:30pm
Statewide (hosted by Boston)	Fri. Oct. 29, 2021	10am-12:00pm
West regional meeting	Fri. Dec. 3, 2021	1pm-2:30pm
Boston regional meeting	Fri. Dec. 10, 2021	10am-12:00pm
Statewide (hosted by Northeast)	Tue. Jan. 11, 2022	1pm-3pm
Statewide (hosted by Southeast)	Tue. Jan. 18, 2022	1pm-2:30pm

Education and Career Advising
Art of Advising

The *Art of Advising* series introduces practical tools, strategies, and approaches for staff whose primary function is education and career advising. Content and activities focus on effective practices aligned with Indicator of Program Quality #7 (IPQ7).

- All sessions are presented synchronously online
- Facilitated by Sandy Goodman and Dani Scherer
- Total PD time is 11 hours

Stay tuned for *Art of Advising* Spring 2022 dates.

Learn more and register

Session	Date	Times
PART I:	Monday, October 18th 2021	1:00 pm – 3:00 pm
PART 2:	Wednesday, October 20th 2021	1:00 pm – 3:00 pm
PART 3:	Monday, October 25th 2021	1:00 pm – 3:00 pm
PART 4:	Friday, October 29th 2021	1:00 pm – 3:00 pm

Education and Career Advising
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PART 4:	Friday, October 29th 2021	1:00 pm – 3:00 pm

Education and Career Advisor
Navigating Pathways to Opportunity

This six-week, 24-hour online course prepares education and career advisors to plan and implement a set of college and career readiness activities for successful student transition to career pathways, integrated education and training, and postsecondary education.

- In this course, participants will identify the key components of college and career navigation and explore the skills, resources, and partnerships needed to be an effective navigator.
- This facilitated course runs for six weeks. The assignments will require approximately three to four hours per week.
- While the online format allows participants to work on weekly course assignments at their convenience, it is important to note that successful course completion entails completing weekly assignments by a set deadline. Participants will receive a schedule of weekly course assignments once you are enrolled.

January 24th 2022 to March 4th 2022. Registration here.

Education and Career Advising
Mental Health First Aid

Mental Health First Aid (MHFA) is a day-long in-person training.

MHFA is a standardized course developed by the National Council for Behavioral Health that introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact, and overviews common supports. Using role-playing and simulations, participants learn how to offer initial help to students in a mental health crisis and connect them to the appropriate professional care.

Stay tuned for announcements of session dates, times and locations.

Creating Trauma-Sensitive Programs

This PD session on creating trauma-informed programs, has a special focus on advisors and directors. Participants develop skills related to recognizing trauma, incorporating trauma-informed advising strategies, using consistent terminology and referral practices with colleagues, and practicing self-care.

Stay tuned for session dates, times and location.

Resources: We encourage you to visit the **Fostering Resilience Post-Pandemic: Utilizing Classrooms as Healing Spaces** section of the Summer Directors' Institute webpage to find valuable materials related to this topic, recommended by presenter Stacy Seward. See:

Return to the Education and Career Advising main index.

Click here to return to the main index.

Education and Career Advising
Programs as Healing Spaces:
Returning to Classes and Trauma-Informed Practice

This session addresses the advising and teaching challenges and opportunities for creating safe spaces for staff and students in programs that support a positive transition to a post-pandemic "new normal", including strategies for how to create safe spaces, respect each person's current reality, build trust and foster meaningful communication, and support check-ins.

Learn more and register

Session	Date	Times	Presenter/s	PD Hours	Location
Using Programs as Healing Spaces: Returning to Classes and Trauma-Informed Practice	October 7th, 2021	1:00 pm - 2:30 pm	Stacy Seward	1.5	Online

Motivational Interviewing Training and Circle of Practice

Motivational interviewing (MI) is a form of empathic dialogue for strengthening a person's own motivation and commitment to change that can be used in adult education advising and coaching. It is designed to strengthen an individual's motivation to meet their goals by eliciting and exploring reasons for change and unpacking the resistance that arises in the process. This four-part interactive offering gives participants an opportunity to learn the central concepts of MI and practice MI skills.

This is a four part training, and the schedule is listed below. Learn more and register.
- October 15, 9:00 a.m. to 12:00 p.m. (3 hours)
- October 22, 9:00 a.m. to 12:00 p.m. (3 hours)
- October 27, 9:00 a.m. to 12:00 p.m. (3 hours)
- November 5, 9:00 a.m. to 12:00 p.m. (3 hours)

Those who have completed the MI training in the past year are invited to join a Circle of Practice meeting. The next scheduled meeting will take place December 17th from 10am-11:30am. Learn more and register.

Return to the Education and Career Advising main index.   Click here to return to the main index.

Education and Career Advising
Tools and Strategies for Remote Advising: The Journey Continues

In advance of the webinar, yparticipants will determine the agenda for this workshop by posting your questions, goals, or problems related to remote advising tools and methods to the discussion board. During the webinar, the group and presenter will address the top questions that participants have. After the webinar, with the support of the group, you will draft a plan related to remote advising that aligns with your goals and students' goals. Come to the webinar with practices and tools you recommend.

Learn more and register

Session	Date	Times	Presenter/s	PD Hours	Location
Tools and Strategies for Remote Advising: The Journey Continues	December 1st, 2021	10:30 am - 12:00 pm	Diana Satin	1.5	Online

Digital Literacy and Distance Education
Expanding Equitable Access through Distance and Hybrid Education

This PD series is intended to help your program team, step-by-step, to implement new distance and hybrid classes or enhance your existing program. We will emphasize the many benefits of providing these options to current and potential students, such as helping to meet enrollment targets by expanding access to your program for previously unserved audiences.

PD Sequence: Course Open from 3/7-4/18/22: Register for the series here.

- **Online Course Part 1: Introduction (2 hours) :** Overview of Massachusetts models for distance and hybrid education; prerequisite for other modules: Upon completing this prerequisite, you will be automatically able to take one of the following role-based modules.

- **Online Course Part 2 (4 hours each):** Modules according to role; participants may take one or more
  - For Program Directors
  - For Teachers
  - For Staff Involved in Recruitment, Screening and Orientation

- **Monthly Virtual Community of Practice (CoP) (1 hour, 1:00 p.m. - 2:00 p.m.)** Meetings for networking and support

  - Module 1 – *An Introduction*: 3/11/22, register here

  - Module 2 – *For Directors*: 3/18/22, register here

  - Module 3 – *For Teachers*: 3/22/22, register here

  - Module 4 – *Recruitment, Intake, and Orientation*: 4/8/22, register here

Click here to return to the Digital Literacy and Distance Education main index.

Click here to return to the PSPDC main index.

Digital Literacy for Instruction: A Framework to Guide You

February 14, 2022: 1:00 p.m. - 2:30 p.m.; Register here

Along with Diana Satin, national expert Jamie Harris will introduce and help us use the *Maryland Digital Literacy Framework* and *Instructor Guide*, which she co-authored.

With this model as a foundation, we will explore the implementation of these elements, and you will begin to develop an action plan.

Before people leave this session, they'll have hands-on activities to immediately use with students. For more information, please contact Dianarsatin@gmail.com.

Partner PD: The EdTech Center @ World Education

Distance Ed Strategy Sessions

Join the EdTech Center and partners for *Distance Ed Strategy Sessions* scheduled Fridays from 1:00 p.m. - 2:00 p.m. Each webinar will feature: lightning talks, breakout discussions and group Q&A. At this site, you can also access all of the previous webinar recordings, slides, breakout sessions recordings, notes and more!

mLearning Resource Hub

This website is a hub for connecting to guidance and resources for initiating or enhancing mobile learning programming for adults with English language, literacy, and other basic skill development needs.

Click here to return to the Digital Literacy and Distance Education main index..

Click here to return to the PSPDC main index.

Implicit Bias, Identity, and Equity: Examining Ourselves as Educators

In this interactive session we explore how understanding identity is key to incorporating equity, diversity, and inclusion in our work with adult learners. We will:

- Unpack the topic of implicit bias, understand how it originates and manifests in our work, and discuss ideas for what we can do about it.
- Engage in small group activities that encourage growth and reflection, and share and unpack concepts in the large group using interactive tools.

[Learn more and register](#)

Session	Date	Times	Presenter/s	PD Hours	Location
Implicit Bias, Identity, and Equity: Examining Ourselves as	November 19th, 2021	10:00 am - 12:00:00 pm	Dr. Carmine Stewart	2	Online

Return to the Diversity, Equity and Inclusion main index.

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Diversity, Equity and Inclusion
DEI in Adult Education:
Program Assessment and Planning

This professional development offering is for program teams who are willing to take an honest look at their programs through multiple stakeholder perspectives, to receive that feedback, identify challenges, and begin taking steps toward making the program a place where diverse views are valued and validated for the benefit of all learners, staff, and partners.

Learn more and register your program

Session	Date	Times	PD Hours	Location
Session 1	December 10, 2021	10:00 am–12:00 pm	2	Online
In between session work	12/10/21-5/6/21	NA	NA	Program / Online
Session 2	May 6, 2022	10:00 am–12:00 pm	2	Online

Pathways to DEI: Building Student Leadership and Voice

Empowering students to have a say in their own learning is a core tenet of both adult learning theory and persistence research. Further, change theory offers that organizations benefit when all stakeholders are empowered to contribute to continuous improvement planning and are mutually accountable to each other for success.

This new workshop supports programs in developing opportunities, formal and informal, for student leadership to elevate diverse voices in program planning, design, and continuous improvement. A variety of models and strategies will be shared to address the range of readiness and resources across programs.

Stay tuned for more information, as well as date, time and location.

Foundations of Disability Series:
Inclusive Program Design and Delivery in Adult Education

This two-part series will introduce participants to four broad areas of disability inclusive programing and delivery in adult education programs: disability culture and belonging, formal and informal assessment, legal and ethical compliance, and resources and community partnerships.

[Learn more and register](#)

Session	Date	Times	PD Hours	Location
Session 1	November 3, 2021	10:00 am – 12:00 pm	2	Online
In between work	Asynchronous material review		1	Online
Session 2	November 17, 2021	10:00 am – 12:00 pm	2	Online

Return to the ADA Training and Resources main index.

Click here to return to the main index.

Resources for Disability Inclusive Program Design and Delivery

This session will introduce participants to the available national, state, and community disability services and resources that adult education providers can use with students. Resources will include funds for formal assessments, accommodations, and teaching supports. This session combines a brief presentation with small group discussion and a panel of adult education providers who will share information about the resources they have used in the state of Massachusetts.

March 3rd, 2022 10:00am - 11:30am Register here

Return to the ADA Training and Resources main index.

Click here to return to the main index.

Asynchronous, On Demand PD:
Program Management

Click on each title to register and access materials.

[Planning for NRS Assessments: Leveraging Lessons Learned](): What do we know now about administering NRS assessments remotely that we didn't know last year? A lot! Many programs have found creative ways to plan for, administer, and score the NRS assessments from a distance. This 90-minute workshop features presentations from four panelists to help you think ahead and implement a plan that will enable you to capture as many of your learners' measurable skills gains as possible. The session addresses, in specific terms:

- MAPT-CCR
- BEST Plus 2.0
- TABE CLAS-E

[Developing Your Digital Strategy: Building a Culture of Digital Literacy at Your Program](): This session offers strategies for how to develop, adopt, and embrace a robust digital literacy strategy that will benefit teachers and learners alike. Topics include how programs have built in access, practice, time, and space for both staff and students to increase their digital literacy.

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Asynchronous, On Demand PD:
Digital Literacy

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[Developing Your Digital Strategy: Building a Culture of Digital Literacy at Your Program](): This session offers strategies for how to develop, adopt, and embrace a robust digital literacy strategy that will benefit teachers and learners alike. Topics include how programs have built in access, practice, time, and space for both staff and students to increase their digital literacy.

[Northstar Digital Literacy Assessments and Curriculum: Building Blocks for Digital Literacy]()**:** This session, facilitated by the developer of the [Northstar Digital Literacy Assessment](), describes how Northstar can be used to assess basic skills needed to use a computer and the internet in daily life, employment, and higher education.

[Closing the Digital Literacy Gap with Northstar Assessments and Curricula](): In addition to the free version, Northstar offers an annual subscription ($500) for an unlimited number of student seats. This version provides access to assessments, curriculum, and lesson plans in 14 discreet areas of digital literacy. It also allows teachers to proctor assessments and track scores and allows students to earn badges. This session reviews the process of creating and using teacher and student accounts. You can also view [Northstar's walk-through]() on the nuts and bolts of creating learner accounts, remote proctoring, downloading assessments, etc.

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Asynchronous, On Demand PD:
Digital Literacy

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Developing Individual Student Digital Literacy Learning Plans: This session looks at tools for figuring out how to match students' work, education, or other goals to the relevant digital literacy skills they need to reach them, learning resources for them to develop those skills, and digital literacy assessments in order to create a digital literacy learning plan.

Designing Digital Learning Experiences: Although many programs have students for a very limited number of hours, teachers, advisors, and others have so much we need to cover during that brief time. While it can certainly be challenging to figure out how to include digital literacy along with content and skills, it can be done! This workshop offers an approach to weaving together digital literacy, content, and skills with examples including a single lesson, curriculum theme, and project.

Supporting Students with Beginning Digital Literacy Skills: The presenter will discuss putting program-wide support into place, including considerations for the selection of appropriate tools as well as supporting staff so they in turn feel confident supporting their students. She will cover approaches to outreach, onboarding students, (e.g., building a tech support team to help throughout the year), and setting up communications. You will see examples of tools you can use or modify to align with your curriculum and match to the levels of your staff and student digital literacy skills

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Distance Education: Planning and Protocols

Click on each title to register and access materials.

Introduction to Zoom: Tips and Tools for Planning and Facilitating Zoom Meetings and Classes
This stand-alone, 7-minute video offers tips and tools for planning and facilitating meetings and classes using Zoom. Topics include scheduling meetings, using passwords, enabling the wait room, sending meeting invitations, sharing screens, applications, video, and audio, recording and sharing recordings of meetings, whiteboard and annotation, creating polls, creating and managing breakout rooms, and saving chats.

Using Digital Tools to Design Assessments: This workshop introduces two assessment tools that can be used to add existing content to Quizalize and Edpuzzle. It also introduces two user-friendly tools used to create customized assessments: Google Forms Quiz and Padlet.

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Distance Education: Planning and Protocols

Click on each title to register and access materials.

Communication Tools: Teaching, Advising, and Leading from a Distance
This webinar addresses four tools for communicating with students and examples of implementation: Remind for messaging and more, Google Voice for phoning and texting, Zoom for real-time video meetings, and Screencast-O-Matic for creating narrated instructional recordings.

Conducting Online Student Intake and Placement Assessments Remotely
Designing a process for online student intake and placement is a necessity. What are successful ways to carry out this process? How can staff collaborate to share the work? AACA Director of Next STEP Shinobu Ando discusses the process she and her colleagues put together (and revised) to move their assessments for applicants online. Shinobu will provide examples including interviewing, assessing language skills, and proctoring tests, as well as organizing small group and individual sessions.

Asynchronous, On Demand PD:
Distance Education: Tools and Products

Click on each title to register and access materials.

Teaching Online Using Free Google Classroom Resources

Part 1: Getting Started and Using the Stream
This Part 1 session reviews the basics of using Google Classroom such as how to create online accounts and classrooms, onboard students, and use the Stream page to initiate student discussions and other activities.

Part 2: Assignments, Quizzes, and Organizing Student Work
Part 2 builds on the basics offered in Part 1 and focuses on how to create assignments and quizzes, track student work, and manage student folders.

Part 3: Taming the Assignments Tool in Google Classroom
The Assignments tool in Google Classroom can be a good way to share assignments, communicate about them, and keep them organized for both students and teachers. It can also be a challenge for both to use. In Part 3, we review the nuts and bolts of creating, assigning, and grading assignments, as well as giving feedback. We discuss ways to help students manage the assignments they receive, including posting them and responding to feedback.

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Asynchronous, On Demand PD:
Advising and Communication

Click on each title to register and access materials.

[Advising Student with Foreign Degrees and Credentials:](#) This panel brings together experts from three Massachusetts programs with extensive experience working with immigrant and refugee students who have degrees, credentials, and professional experience from other countries. The panel explores the primary challenges and misconceptions students face surrounding foreign credentials, the key questions to ask when advising these students, resources you can access, referrals you can make, and tips for walking students through the credential evaluation process.

[Tools and Strategies for Remote Advising](#): Advising students from a distance on career planning and job searching is very different than when sitting together with them in person. Especially now, students need support to remain motivated in reaching their career goals and finding suitable employment. Learn tips and techniques for using online career exploration and job searching tools with students to continue your work together. In addition, these tools can help students gain fluency in digital literacy skills that will assist them at school and at work. Tools addressed are Zoom, Remind, and Screencast-O-Matic to support students' use of the Massachusetts Career Information System (MassCIS) including JobQuest, O*Net MyNextMove, and MassHire.

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Asynchronous, On Demand PD:
Advising and Communication

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Communication Tools: Teaching, Advising, and Leading from a Distance: This webinar addresses four tools for communicating with students and examples of implementation: Remind for messaging (and more), Google Voice for phoning and texting, Zoom for real-time video meetings, and Screencast-O-Matic for creating narrated instructional recordings.

Online Career Planning and Job Search Tools: Supporting Students from a Distance: Learn tips and techniques for using online career exploration and job searching tools with students to continue your work together. In addition, these tools can help students gain fluency in digital literacy skills that will assist them at school and at work.

Career Contextualized Instruction and Advising for Remote Learning: In this three part series, we explore resources and develop skills for career-focused and contextualized teaching and advising, with adaptations for working remotely. Under the guidance of CUNY CareerKits developer Ellen Baxt, you will learn methods for researching the local labor market and explore resources to assist students with job searching and planning in a changing labor market.

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Asynchronous, On Demand PD:
Diversity, Equity, and Inclusion (DEI) and
Universal Design for Learning (UDL)

Click on each title to register and access materials.

Meeting the Universal Needs of Students Online

Part 1: Addressing the Needs of All Students: Online learning provides an array of challenges and opportunities, and we want to ensure that all learners, including those with disabilities, can access all online content for optimal learning. The practices, considerations and approaches you learn about will benefit all learners, including those with disabilities. This session includes:
- Principles of universal design and their applications to online learning
- Application of the Americans with Disabilities Act (ADA) to online learning
- Resources for assistance and support

Part 2: Tools and Strategies for Students with Disabilities: In this session, we discuss how to determine the best tool for specific content and learner needs, and the best way to support learners in using them. You will learn about a variety of technology tools (i.e., web 2.0 tools, apps, mobile devices) and traditional approaches to technology to diversify instruction and assessment in order to meet the needs of all learners.

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[Making Digital Devices and Materials More Accessible](#)
This session focuses on basic settings and instructions for creating equitable access at program and in our classes for students with hand motor, visual, or auditory difficulties. It focuses on how to be inclusive so that program and class materials are readable and program digital devices are navigable.

Program Support PD Center Mission and Vision

Mission

Our Program Support PD Center team strives to provide a flexible, adaptive system that has the potential to respond to the range of practitioner skill levels and needs.

Our goal is to work in creative and responsive ways to provide professional development according to our system's High Quality Professional Development (HQPD) Standards.

These HQPD Standards and our work are designed to build our collective capacity to maximize opportunities for the adult learners we serve.

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Vision

We believe education is a fundamental right for all. We envision a society that supports and celebrates the efforts of every adult to fully develop and utilize their talents in the service of their personal aspirations, family needs, and for the benefit of the communities where they live.

The field of adult education will be unified by a common purpose and passion to respond to the personal, civic, academic, employment, and other self-identified needs of adult learners as they work to overcome systemic barriers and reach their goals. We will be a recognized professional system with working conditions that attract diverse, highly qualified educators.

To that end, the SABES Program Support PD Center team will provide PD that helps adult educators examine implicit bias and work against systemic discrimination in order to create learning environments that are equitably accessible, welcome a diverse range of learners, and are well-equipped to effectively support them. We will promote an inclusive culture in which all stakeholders have a voice and are mutually accountable to each other.

This system will partner with agencies and institutions drawn to our field's mission and eager to contribute to it. We will continue to connect the members of this broad partnership in dynamic dialogue; to discover and share proven practices, promising research, and innovative approaches; to promote deeper reflection on and evaluation of practices and their impact; and to provide and foster leadership for the continual improvement of the field.

We do this work with gratitude for the countless ways that our students, colleagues, and partners in this journey have enriched our lives.