



Training of Trainers (ToT) Package

For districts and schools to prepare trainers to use the CO-TOP materials.

Description:

The CO-TOP Training of Trainers consists of four days of training. We recommend completing the training in two 2-day sessions. The Paraeducator Supervision Academy (PSA) is the first part of the training, covered in the first 2-day session. PSA provides the prospective trainers with background information on the roles and responsibilities of paraeducators and teachers, legal, liability, and ethical issues, providing orientation and training, planning for paraeducators, delegating appropriately, managing the program so there is time to supervise, and handling meetings, communications and conflicts. Then, the Training of Paraeducators Academy (TOPA), offered in the second 2-day session, provides specific information about teaching paraeducators and gives prospective trainers the opportunity to interact with the curriculum.

Each day of training consists of about 7.5 hours. So a typical schedule goes from 8:30-4:00 and includes one hour for lunch.

For PSA, each participant receives a folder with a workbook containing copies of the presenter's slides, a set of worksheets, several journal articles and directions on how to access worksheets they can use with paraeducators or modified at will.

Textbooks are not included in the training package, but are recommended. *Managing Paraeducators in Your School* by Nancy French may be purchased in advance through Corwin Press, www.corwinpress.com, or through Amazon www.amazon.com for \$32.95 / copy plus shipping or (with advance notice) we can make them available at the training site for about \$32.00 each.

For TOPA, each participant receives a folder with a copy of the presenter's slides

The textbook used in TOPA is *How to Make Presentations that Teach and Transform* by Garmston and Wellman is available for about \$8.00 a copy through the Association for Supervision and Curriculum Development, <http://www.ascd.org>. We do use portions of the text during the training and we urge you to purchase one for every trainer.

Results:

- A cadre of trained individuals who carry out training for paraprofessionals.
- Curriculum consisting of research-validated content and highly interactive training activities.
- Ability to establish training sessions in any way that you want.
- We share our findings with you, but your local demands guide the way you set up training sessions.

\$12,000 Package Price Includes:

1. Customized training of trainers (# of days pre-arranged according to district and trainer needs)
2. Consultation on selection of trainers
3. Travel Expenses
4. One CD containing the 22 CO-TOP Curriculum Academies - a \$4200 value