

A Workshop Survival Kit

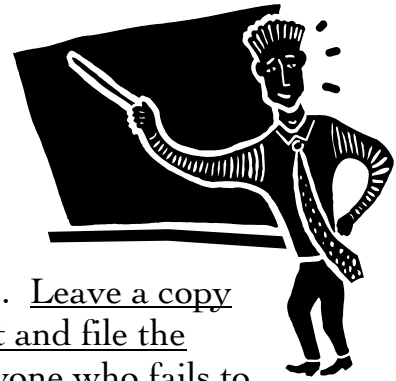
Paperwork & Preparations

Before the Workshop



- Announce the upcoming training event. Include the following information:
 1. Workshop title:
 2. Date and Time:
 3. Instructor (s):
 4. Renewal Credits:
 5. LEA/School:
 6. Location:
 7. Contact person and phone number for LEA/School:
 8. Audience (grade levels, positions, etc.)
 9. Projected Number of Participants:
 10. Comments:
- Duplicate *Participant Roster, Certificates of Completion, Evaluation Forms, and handouts*. **IMPORTANT:** The LEA and/or School could use the completed roster to award renewal credits. Leave a copy of the roster with the appropriate LEA/School contact and file the original roster with _____. To maintain the integrity of the record keeping process, anyone who fails to sign the roster will **NOT** be awarded credit. Participants keep the *Certificate of Completion* for their records and should be reminded **NOT** to submit the *Certificate of Completion* for renewal credit. Please destroy any leftover certificates.
- If possible, visit the workshop location or call the person responsible for the room and the equipment. Things to discuss:
 1. Room layout, projection device, network management system, **passwords**, log-in/shut-down procedures, network quirks, ...
 2. Print and save procedures, file transport, file access after workshop, ...
 3. Paper and ink supply
 4. Access to building before 8:00 A.M. or after hours
- Create signs leading participants to the workshop location.

During the Workshop



- Participants should sign the attendance roster before they leave. **IMPORTANT:** The LEA and/or School will use the completed roster to award renewal credits. Leave a copy of the roster with the appropriate LEA/School contact and file the original roster for DPI/TPS records. Explain that anyone who fails to sign the roster will **NOT** be awarded credit.

- Remember to make a note on the attendance roster if someone leaves early.

- Distribute *Certificate of Completion* forms at the end of the workshop. Participants keep the *Certificate of Completion* for their records and should be reminded **NOT** to submit the *Certificate of Completion* for renewal credit. Please destroy leftover certificates.

- Collect *Evaluation Forms*.

- Remind participants to eject any removable storage devices before they leave.

After the Workshop

- Shut down equipment as instructed by the workshop contact person.
- As soon as possible, return follow-up paperwork to _____ :
 1. Original Workshop Attendance Roster with signatures
 2. Workshop Evaluations



Forms & Checklists

NCDPI - TPS Workshop Attendance Roster

EBistro Module Name and Number (State exact title as approved)	Date Enrolled	Date Completed	Tech Credits	Other Credits	Total Credits

Faciliator: _____ Location: _____

Please print your name the way it appears on your paycheck.

Please print.

<i>Name</i>	<i>Grade/Position</i>	<i>LEA/School</i>
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Certificate of Completion

eBistro, Module # _____



Date:	Instructor Signature:
Time:	Renewal Credit:
School/LEA:	Location:
<p>Do NOT submit this certificate for renewal credit.</p> <p>Your personnel department will use the workshop attendance roster to update your licensure file with renewal credits for completing this staff development activity.</p>	

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