

## Using Research-Based Resources in Workforce Education

This professional development activity is based on resources available through the *LINCS* Workforce Competitiveness Resource Collection and the Workforce Education Research Center. The format for the initial training employs a traditional face-to-face workshop session; however, the extended professional development activities employ distance technology to extend learning.

### Requirements

1. A minimum of 10 participants at a 3-hour face-to-face training.
2. A minimum of 5 participants who attend the initial face-to-face training for the extended professional development option offered after the initial training over a 10-week period.

### Expected Participant Outcomes

Participants in the initial professional development activity will:

- Access and use selected resources in the *LINCS* Workforce Competitiveness Resource Collection.
- Be introduced to resources in the newly launched *Career Pathways Instructional Materials Library*.
- Explore selected resources and engage in discussion on their potential uses.
- Incorporate elements of Pennsylvania requirements (e.g., What standards or components of the wheel — *Work-Based Foundation Skills Framework* — will be used?) in action plans for incorporating new concepts and resources into their practice.

Participants who also complete the extended activities will:

- Engage in collegial interaction over time that contributes to building a community of practice related to the training topic.
- Explore and discuss the direct practical link between the resources used and their classrooms or program management practices.
- Create a practical end product to share with others.
- Showcase their end products, outcomes, and reflections with others in the field.

### Description of Professional Development

#### Initial 3-hour Presentation

Professional development hours: 3

Ideally, the initial presentation is conducted in a computer lab with Internet access.

- Introduce participants to *LINCS* and resources in the *LINCS* Workforce Competitiveness Collection and *Career Pathways Instructional Materials Library*.
- Have participants explore the resources and select 2-4 resources that interest them.
- Guide participants in discussion about the resources and their potential use to improve the quality of their current practices or to expand their class or program activities.
- Have participants work in small groups or teams to sketch out a “mini” action plan (e.g., develop a lesson plan, using WorkABLE format) that uses a specific *LINCS* resource.
- Participants can opt in or opt out with this last task. If opting “in,” participants will leave the workshop with the task to choose which resource(s) they will use and develop specific steps

for implementing their plans.

### Extended Activities Option

Professional development hours: 9 (estimated)

Ideally, the extension activities would be conducted over a 10-week period. *LINCS* presenters will establish a digital site to allow participants and presenters to engage in ongoing discussion and to share documents. This digital site may be a social networking site (e.g., Ning) or a discussion board specifically set up for this group. During the 10-week period, the presenters will facilitate an ongoing digital discussion about successes, frustrations, questions, and resources.

1. Within 1 week of conducting the initial workshop, one of *LINCS* presenters will contact participants to discuss their action plans. This will address participants' questions, remind them that the task needs to be completed, and assist them in setting next steps. (Documentation: participation in call)
2. During weeks 2-3, participants will complete and upload their action plans to the digital site. (Documentation: complete action plan, join digital site, upload action plan, post at least 1 message to the site regarding their action plan)
3. During weeks 3-4, participants will review these action plans and begin implementing their individual action plans. (Documentation: post a minimum of 3 messages to the site offering feedback to other participants on implementation)
4. During weeks 5-8 (month 2), participants will complete implementation of their action plans, incorporating suggestions and input from the digital discussion. During this time participants also will also prepare a pre-formatted (6-8 slides) slide show (i.e., Powerpoint) to share via a webinar. Presentations can be uploaded to the digital site for feedback before the webinar. (Documentation: post a minimum of 4 messages regarding implementation of their action plan or offering feedback to other participants; develop slide show and upload to digital site)
5. At the end of week 8, participants will use their slide shows during a webinar to describe how they used the resources they selected in their practice, including their reflections on the process. Practitioners within the state as well as individuals involved with *LINCS* and state leaders will be invited to attend the webinar to learn from participants how they used the resources and hear how the participants engaged in this extended professional development process. (Documentation: participation in webinar)