

**The PAR<sup>2</sup>A Center / SEHD**  
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***Developmental Intervention Trainer Academy (DITA)***

**University of Colorado Denver, Division of Continuing and Professional Education**

**INSTRUCTOR:** Ritu V. Chopra, Ph. D.  
Fran Herbert, M.Ed., CCC-SLP  
Geri I. DiPalma, M.A.

**TEXT:**  
Garmston, R.J. & Wellman, B.M. (1992). How To Make Presentations That Teach and Transform. Alexandria, VA: ASCD

**COURSE OVERVIEW:**

The purpose of this course is to provide Early Intervention providers (who completed the DISA – EDUC 5015) skills to effectively present required CO-TOP\*EIS Academies to Developmental Intervention Assistants (DI Assistants). The training provides:

- knowledge about how to train adult learners
- knowledge and resources for planning and developing effective presentations
- time and support to examine and practice using the CO-TOP\*EIS Instructor manuals for all courses/academies to be delivered to the DI Assistants

**TOPIC OUTLINE:**

**I. CHARACTERISTICS OF EFFECTIVE TRAINING SESSIONS (2 HRS)**

- Setting Group Norms
- Creating Active Involvement, Energizers
- Addressing Real & Present Needs
- Using Problem Focused Training Approaches
- Designing the Instructional Environment for Adult Learners

**II. ADULT LEARNERS (2 HRS)**

- Audience Analysis: Before, During and After Sessions
- Ages & Stages as Ways of Understanding the Adult as a Learner
- Roles and responsibilities of Developmental Intervention Assistants – legal, ethical, and practical considerations

**III. PLANNING FOR THE PRESENTATION (4 HRS)**

- Organizing & Using the Assigned Space to Maximize Learning
- Pre-Planning Checklists of Details
- Creating and Presenting the Written & A.V. Materials and Handouts
- Preparing & Using Notes

- Preparing the Learning Objectives & Matching the Activities to the Objectives
- Designing & Using Effective Teaching Methods/Options

#### **IV. DELIVERING THE PRESENTATION (3 HRS)**

- Practicing for Delivery
- Developing Presence & Poise as a Presenter
- Handling Questions
- Dealing with Different Types of People in Audiences

#### **V. EVALUATING THE SESSION (3 HRS)**

- During the Session to Allow for Flexible Delivery
- At End of Session

#### **VI. CO-TOP\*EIS CURRICULUM MATERIALS (1 HR)**

- Overview Examination of Several Academies
- Trainer Responsibilities:  
Steps to setting up, teaching, and wrapping up a CO-TOP\*EIS Academy

#### **ASSIGNMENTS:**

**THE ASSIGNMENT IS DUE By July 11<sup>th</sup>, 2011**

**1. Find/create 5-10 minute energizer or icebreaker that you will use as a trainer to:**

- To help participants get to know each other better or
- To relieve tension and help participants shift their focus to the workshop content or
- To introduce a topic, provide a physical break or divide participants into groups
- Send your assignment to Geri DiPalma by **July 11<sup>th</sup>, 2011**

**Email: [geraldine.dipalma@ucdenver.edu](mailto:geraldine.dipalma@ucdenver.edu); Fax: 303-315-6366**

**Mail: Geraldine I. DiPalma, Campus Box 106, P.O. Box 173364, Denver CO 80217-3364**

#### **GRADES:**

- An "A" will be assigned to those participants who have attended all sessions and completed both assignments.
- A "B" will be assigned to those participants who have attended all sessions and have completed one of the assignments.
- A "C" will be assigned to those participants who have attended at all sessions and do not complete assignments.

## SCHEDULE FOR FIRST DAY OF DITA TRAINING

TIME	SCHEDULED TOPIC
8:30-8:45	<input type="checkbox"/> Sign-In / Pre-Assessment of Training <input type="checkbox"/> Registration <input type="checkbox"/> Coffee
8:45-9:15	<input type="checkbox"/> Welcome <input type="checkbox"/> Introductions (Presenters, Audience, terms) <input type="checkbox"/> Overview of CO-TOP*EIS Project DITA Training
9:15-10:15	<input type="checkbox"/> Characteristics of Effective Training Sessions
10:15-10:30	~~BREAK~~
10:30-12:00	<input type="checkbox"/> Effective Training Session <input type="checkbox"/> Audience Analysis
12:00-1:00	~~LUNCH~~
1:00: 2:30	<input type="checkbox"/> Four P's of Presentation <input type="checkbox"/> Preparing the Content
2:30-2:45	~~BREAK~~
2:45-4:15	<input type="checkbox"/> Using the CO-TOP*EIS Curriculum <input type="checkbox"/> Selecting an Activity from an Academy to Prepare
4:15-4:30	<input type="checkbox"/> Wrap-Up

## SCHEDULE FOR SECOND DAY OF DITA TRAINING

TIME	SCHEDULED TOPIC
8:30-8:45	<input type="checkbox"/> Sign-In <input type="checkbox"/> Coffee
8:45 – 10:45	<input type="checkbox"/> Presentations of Selected Activities
10:45-11:15	~~BREAK~~
11:15-12:00	<input type="checkbox"/> Questions and Answers from day 1 <input type="checkbox"/> Reflections on Presentations discuss over lunch
12:15-1:00	~~LUNCH~~
1:00: 2:30	<input type="checkbox"/> Planning for the Presentation <input type="checkbox"/> Practicing for Delivery <input type="checkbox"/> Presence and Poise as a Presenter <input type="checkbox"/> Dealing with Difficult Situations Closure and Evaluation of Training <input type="checkbox"/> Trainer Responsibilities
2:30-2:45	~~BREAK~~
2:45-4:15	<input type="checkbox"/> Q & A about CO-TOP*EIS Training and Trainers <input type="checkbox"/> Community Center Board Planning <input type="checkbox"/> Explanation of Assignments
4:15-4:30	<input type="checkbox"/> Wrap-Up <input type="checkbox"/> Post- Assessments & Course Evaluations