September 9, 2011

Assistive Technology Support Initiative

Volunteer Training Workshop Outline

Objective

Train community volunteers, screened to volunteer in the vulnerable sector, to support students that use assistive technology (AT).

This training workshop will allow you to get familiar with some assistive technology software programs and learning strategies currently being used in education to support identified students. This workshop will also provide you with background, training and ideas on how you can support students that use AT, and how you can support teachers that want help implementing AT into their classrooms.

Goals

You will be receiving a broad knowledge of assistive technology and related learning strategies used in elementary and high school educational settings.

- Background and relevance

- Overview of AT

- Overview of Learning Strategies and AT

- Technology Training in Kurzweil 3000, Dragon Naturally Speaking, Smart Ideas, and other software programs.

- Train the Trainer Model--AT Training Workshop for your school

- Links and organizations

Prerequisites

A sincere desire to help a child success in school.
An interest in learning assistive and educational technology.

A current Police Records Check for Service with the Vulnerable Sector.

If you are located in Ottawa and want to volunteer in a OCDSB, CEPEO or CECCE school you must register online at www.onfe-rope.ca/OVIE

Materials / Preparation

Consider items that need to be prepared in advance and logistical details to prepare.

Presenter should check all links prior to start of workshop to make sure that they are working correctly and that the content of the pages has not changed - such as to make them inappropriate for the workshop.

Presenter should check that all software programs are open and equipment is ready to go.

Presenter should have any handouts printed off, names tags organized and food and drinks if necessary.

Notes for Presenter

If you are training volunteers in your school board, school or after school program to support students that use AT it is wise to invite a school board AT subject matter expert, resource teacher or other school official who can answer any school board related questions about policy, student training etc. Keep the question period for the school board contact at the end of the training session. Remember the focus is to support the students as much and in any way we can.

Draft Suggested Outline

1. (10 min) Welcome & Introductions
   - Presenter should introduce themselves and provide a brief overview of the workshop.
   - Ask participants to introduce themselves and say something about their experience with or interest in the workshop topic.

2. (30 min) What is AT
   - Provide Definition
   - Provide Examples
   - Watch videos
   - Answer questions after each video

3. (10 min) Other Learning Aids

- Quick tour of some popular hand held tools (IPod Touch, Live Scribe) if applicable

4. (15 min) Role of the Volunteer

   - Responsibility of volunteers
   - Role is to support the student, provide extra training, prepare files

   - Challenges volunteers may face in schools
   - Focus on the student's strengths
   - Build a relationship with the student and teacher

5. (60 min) Users try AT Software

   - Provide an opportunity for participants to try AT software or watch you demonstrate the software
   - Ask advanced participants to help their neighbours and/or experiment with some of the more advanced features of the software.

   - Dragon NaturallySpeaking and Kurzweil 3000 are two of the most popular AT software.

6. (20min) Discussion Period

7. (10 min) Wrap-up and Evaluation

   - Provide short conclusion to the workshop
   - Leave at least 5 minutes for participants to fill out an online evaluation of workshop. http://www.onfe-rope.ca/k12/?categoryid=students *Tell Us What You Think* link.