

PCE Design Course: Key Dates and Activities

Proposed Outline

Modified 5/30/14

PRIOR to the Course		
Date(s)	Activities	Additional Information
Today- June 4	Work w/your IT staff to ensure equipment and room are ready	<p>Mandatory!</p> <ul style="list-style-type: none"> You must attend from a site with working videoconference equipment <p>See separate handout!</p>
Today- June 4	Practice using Equipment and Set up the Room	<p>Mandatory!</p> <ul style="list-style-type: none"> Practice logging in, muting, zooming, and shifting the image Make a sign for yourself and your agency <p>See separate handout!</p>
Today - June 4	Choose a Topic for your Design	<ul style="list-style-type: none"> Can be for either staff training or participant classes Suggest choosing no more than a 20-minute design segment to work on. If it's a longer training or class, focus in on a smaller portion You may also consider revising an existing design
By May 16	Find dates for Multipoint Practice (for you and your IT person - see below)	<p>Mandatory!</p> <ul style="list-style-type: none"> Let us know what day (May 27-29) will work for you and your IT person <p>See separate handout</p>
Today – May 25	Complete Course Assessment	<ul style="list-style-type: none"> To help us learn more about your experiences and needs, we will send you the link to an on-line survey to complete. We will also ask whether you could come to an all-day session in Sacramento on June 26 (rather than conduct this last class via Videoconference). <p>Click here to start the LNRA</p>
May 27-29	You and IT person check your equipment in multipoint practice	<p>Mandatory!</p> <ul style="list-style-type: none"> You and your IT person must make sure you see and hear everything with multiple sites participating. <p>See separate handout!</p>
May 30	Access to Course Materials Posted to Website	<p>Most course materials will be provided via the State WIC website. We will e-mail you the link to the materials.</p>

DURING the Course		
Date(s)	Activities	Additional Information
June 5 8:30 – 12:00	Session 1: Pieces of Design	<ul style="list-style-type: none"> • Warm up, Intros, and VC Logistics • Adult Learning & PCE Principles and Techniques • Pieces of Planning Overview • The 4 “Ps”: “People” “Purpose” “Place”, “Time Period” • ASK (content) and Aims (objectives) • Relationships of Learner/Educator/Designer • SNA – Strength and Needs Assessment • Applying Your Learning – To do for Next Time
June 5-12	DONE IN YOUR AGENCY: Applying your Learning	During the week (on your own or w/partner): <ol style="list-style-type: none"> 1) Work on assessment (interviews, research, or observations) 2) Review and revise your 4 “P”s and 2 “A”s
June 6-11	Mystery Package #1	Look for a package from us. Do NOT open it until instructed to do so during Session 2
June 11	Deadline to send any materials to share	If you have materials to share with the rest of the group, you must send it to us by 10 am
June 12 8:30 – 12:00	Session 2: Enhance the Learning	<ul style="list-style-type: none"> • Review Your Work • Open-Ended Questions • Explore/Offer/Practice/Explore • Made to Stick Concepts: “Simple”, “Unusual”, “Credible”, “Concrete”, “Emotional”, “Stories” • Applying Your Learning – To do for Next Time
June 12-19	DONE IN YOUR AGENCY: Applying your Learning	During the week (on your own or w/partner): <ol style="list-style-type: none"> 1) Work on activities 2) Continue with assessment as needed
June 18	Deadline to send any materials to share	If you have materials to share with the rest of the group, you must send it to us by 10 am
June 19 8:30 – 12:00	Session 3: More about Activities	<ul style="list-style-type: none"> • Review Your Work • Engaging Activities – Visual, Auditory, Kinesthetic • Effective use of PowerPoint • Design with Respect and Safety in Mind • Prepare for your Presentations (Bring a laptop & materials!)
June 12-19	DONE IN YOUR AGENCY: Applying your Learning	During the week (on your own or w/partner): <ul style="list-style-type: none"> • Finalize your project to share with the group including any handouts, slides or other materials
June 13-18	Mystery Package #2	Look for a package from us. Do NOT open it until instructed to do so during Session 4
June 25	Deadline to send any materials to share	If you have any handouts or PowerPoint slides to share with the rest of the group, you must send it to us by 10 am
June 26 8:30 – 3:00 Exact Time TBD	Session 4: Presentations	<ul style="list-style-type: none"> • Your Presentations – including: <ul style="list-style-type: none"> ➢ Results of your Assessment ➢ People, Purpose, Place, Time Period ➢ Content and Objectives ➢ Activities – including Explore/Offer/Practice/Explore , Visual, Auditory, Kinesthetic, & Open Ended Questions • Trainer’s Tips • Assessment – Pilot Testing and Evaluation • Review and Next Steps <p>NOTE: Bring markers or crayons!</p>

AFTER the Course		
Date(s)	Activities	Additional Information
June 26- July 3	Mail PCE Design Project Feedback Sheets	Send to the State: Your comments about others' presentations so we can give feedback to each presenter.
June 30 - July 7	Evaluation of Course	To give the State feedback about the course, we will send you the link to an on-line evaluation
Thereafter	Happy Designing!	