

**TLT Group Professional/Faculty Development Program
Sample Agenda/Schedule**

Media Purpose	When? [Face-to-Face (F2F) Workshop is approx. 1 day 9am to 3pm]	Face-to-Face (F2F) in Presentation and Group Discussion Space(s)	Face-to-Face (F2F) in Computer Lab	Via Telecommunications	Via Telecommunications in Computer Lab (Guest presenters, leaders, facilitators)	Work on Assignments Individually or in Small Groups that Share Specific Goals
Feedback	Frequent	Paper Form	Paper or Online	Online Survey	Paper or Online	Paper or Online
1. Planning & Tailoring Program (incl. inviting guest presenters)	2 to 6 weeks prior to F2F workshop (1 or 2 sessions totaling 2 hours)			Telephone or Synch tool – TLT Group staff with campus leaders/planners; developed tailored exploration guidelines [subset of generic TLTG guide]		Campus leaders/planners examine TLTG resources
2. F2F Workshop 2. A. Presentations						Handouts include URL; highlight exploration guides; some hard copies of assigned or recommended readings
Introduce Planning Template for individuals or small groups	Beginning of F2F workshop (15-30 minutes)	2+ hard copies per participant & Presentation				
Introduce Tailored Website	Beginning of F2F workshop (5-20 minutes)	Handouts include URL; highlight exploration guides	Reminders about URL & exploration guides			

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Introduce Available Tools (incl. Flashlight Online)	Early in F2F Workshop (10-30 minutes)	Part of intro of Tailored Website	Reminders & exploration guides; Enable each participant to subscribe to TLT-SWG, access FLO account		OPTIONAL: Demo/discussion(s) by remote guest presenter.	FLO Tip Sheets
Introduce Collections of Instructional Resources Available Online	Early in F2F Workshop (10-30 minutes)	Part of intro of Tailored Website	Reminders & exploration guides; Enable each participant to register in MERLOT		OPTIONAL: Demo/discussion(s) by remote guest presenter	
Introduce Variety of Approaches for Improving Teaching & Learning (with Technology)	Early in F2F Workshop (10-30 minutes)	Part of intro of Tailored Website	Reminders & exploration guides; suggest developing or embellishing concept map		OPTIONAL: Demo/discussion(s) by remote guest presenter	Some hard copies of assigned or recommended readings

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2. B. Exploration Available Options (Tools, Collections, Approaches)	Mid to Late in F2F Workshop		Use tailored exploration guides; Enable each participant or small group to develop, try, check a small sample Flashlight online survey		OPTIONAL: Demo/discussion(s) by remote guest presenter	
2. C. Template Find info and fill in as much of template as time permits	Mid to Late in F2F Workshop & IN WEEKS FOLLOWING F2F WORKSHOP	Discuss and work individually or in small groups that share goals	Work individually or in small groups that share goals			Consider using online tools that support collaboration

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4. Online Follow-up Session(s)						
4. A. Clinic(s)	3 to 6 weeks after F2F Workshop			Use synch tools; participants ask questions, present progress reports, ask for additional help or resources	Possible guest presenter	
4. B. Topics (I or II, ...)	2 to 4 months after F2F Workshop			Use synch tools; presentation + discussion on topic of interest to most participants	Possible guest presenter(s)	
4. C. Planning	3 to 6 months after F2F Workshop			Use synch tools; Focus on identifying additional resources needed in common by many participants and developing strategic and tactical plans for obtaining those resources within the institution or beyond		
5. Repeat as Needed! Use feedback info collected!	When/how resources permit!					