

**Descriptions of the ESE Instruction Manager 2 Regional Workshops
Fall 2004**

Introductory Hands-on Workshop for ESE Instruction Manager 2

Description: The three-hour, hands-on introductory workshop introduces participants to the ESE Instruction Manager 2 software and helps them become familiar with the major features of the software. Participants will learn to access the databases and reference resources included on the CD ROM. They will learn to use the application Student Progress to plan individual student outcomes in ESE and basic education courses and monitor individual student progress.

Target Audience: The target audience for this workshop includes district staff, school resource teachers, personnel and teachers who work with exceptional student education programs, who have not used the previous version of the ESE Instruction Manager, as well as experienced users of the software who would like to learn about the new features in the revised version.

Note: Each participant will receive the newly revised ESE Instruction Manager 2 CD-ROM and associated handouts. The User's Guide and Tutorial for the software are available in portable digital file (PDF) format on the CD ROM.

Train-the-Trainer Hands-on Workshop for ESE Instruction Manager 2

Description: The six-hour, hands-on, train-the-trainer workshop helps participants develop advanced skills in the use of all features of the ESE Instruction Manager 2 software and prepares them to present a one-day workshop to teach others to use the software.

Target Audience: The target audience for the ESE Instruction Manager 2 train-the-trainer workshop includes ESE regional technology trainers from DOE special projects, district staff, school resource teachers, and ESE teachers and personnel who provide software training to others. Preference will be given to FDLRS staff, FIN staff, district staff, and others who provide software training in exceptional student education (ESE) on a regular basis.

Prerequisite Requirements: Prospective trainers who are not experienced users of the previous version of the ESE Instruction Manager software should attend the three-hour introductory workshop prior to attending the six-hour trainer workshop. The workshops are offered on consecutive days at each training site.

Note: Each participant will receive a *replicable* packet of training materials and the newly revised ESE Instruction Manager 2 CD-ROM. The User's Guide and Tutorial for the software are available in portable digital file (PDF) format on the CD ROM.

**FLORIDA DEPARTMENT OF EDUCATION
BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES**

2004 Regional Workshop Schedule for ESE Instruction Manager 2 CD ROM*

Workshops	Date	Location
Introductory Workshop (12:30 p.m.-3:30 p.m.)	September 21, 2004 (Tuesday)	Florida Instructional Materials Center for the Visually Impaired 4210 West Bay Villa Avenue Tampa, FL
Train-the-Trainer Workshop (8:30 a.m. to 3:30 p.m.)	September 22, 2004 (Wednesday)	
Introductory Workshop (12:30 p.m.-3:30 p.m.)	October 26, 2004 (Tuesday)	Aquina Howell Center 3955 W. Pensacola St. Tallahassee, FL 32304
Train-the-Trainer Workshop (8:30 a.m. to 3:30 p.m.)	October 27, 2004 (Wednesday)	
Introductory Workshop (12:30 p.m.-3:30 p.m.)	October 28, 2004 (Thursday)	Rock Island Professional Development Center 2301 NW 26 th Street Ft. Lauderdale, FL
Train-the-Trainer Workshop (8:30 a.m. to 3:30 p.m.)	October 29, 2004 (Friday)	
Introductory Workshop (12:30 p.m.-3:30 p.m.)	November 16, 2004 (Tuesday)	Adult Education Building Ferry Road at Putnam County Blvd. Palatka, FL
Train-the-Trainer Workshop (8:30 a.m. to 3:30 p.m.)	November 17, 2004 (Wednesday)	
Introductory Workshop (12:30 p.m.-3:30 p.m.)	November 9, 2004 (Tuesday)	Brevard County Educational Services Facility 2700 Judge Fran Jamieson Way Viera, FL
Train-the-Trainer Workshop (8:30 a.m. to 3:30 p.m.)	November 10, 2004 (Wednesday)	

*Persons who wish to be trainers should attend both the three-hour introductory workshop *and* the one-day trainer workshop if they have not had previous experience in using the ESE Instruction Manager software.

Workshop space is limited. Participants are encouraged to attend the workshop closest to their district, but may attend a different location if space is available.

**FLORIDA DEPARTMENT OF EDUCATION
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**ESE Instruction Manager 2
Introductory Workshop Registration Form**

Workshop Description: The ESE Instruction Manager 2 (ESE IM2) is a comprehensive electronic tool that combines three databases with software that teachers can use to create student records and document progress. The three-hour, hands-on introductory workshop introduces participants to the ESE Instruction Manager 2 and helps them become familiar with the major features of the software. In the three-hour introductory workshop, participants will learn the skills listed below.

- Describe the features of the ESE Instruction Manager 2 software.
- Navigate to all sections of the program.
- Access databases included in the ESE Instruction Manager 2 CD.
- Use the major functions of the Student Progress component.
- Access resource files on the ESE IM2 CD and ordering and support information.

The ESE Instruction Manager hands-on introductory workshops are limited to the number of participants that each site can accommodate. Preference will be given to FDLRS staff, FIN staff, and district staff who provide training in exceptional student education (ESE) on a regular basis. You are encouraged to attend the workshop closest to your district, but you may attend a different location if space is available. **(Note: Persons wishing to be trainers, who are not familiar with the software, should attend an introductory workshop prior to attending the train-the-trainer workshop. The workshops are offered on consecutive days at each training site.)**

At least one month prior to the workshop you wish to attend, please complete this form and fax or mail it to Ms. Flossie Smallwood, LSI/FSU, 227 N. Bronough St., Suite 7200, Tallahassee, FL 32301 (phone: 850-921-9268; fax: 850-921-0755; E-mail: fsmallwood@lsi.fsu.edu). You will be notified of acceptance to attend and directions to the training location



Please check a box below to indicate which three-hour ESE Instruction Manager 2 introductory workshop you wish to attend.

September 21, 2004/Tampa, FL

November 16, 2004/Palatka, FL

October 26, 2004/Tallahassee, FL

November 9, 2004/Viera, FL

October 28, 2004 Ft. Lauderdale, FL

Name: _____ District: _____

Place of Employment: _____

Position: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

We hope to see you at the workshop! If you have questions or concerns, please contact Ms. Flossie Smallwood (see above) or Jan McKay (phone: 850-921-0695; E-mail: jmckay@cpt.fsu.edu).

**FLORIDA DEPARTMENT OF EDUCATION
BUREAU OF EXCEPTIONAL EDUCATION AND STUDENT SERVICES**

ESE Instruction Manager 2 Trainer-the-Trainer Workshop Registration Form

Workshop Description: Participants will learn advanced skills in using all features of the ESE Instruction Manager 2 software and be trained to present a one-day workshop that provides tools and strategies for teaching others to use the software. Participants will learn the skills listed below.

- Access databases and resource/support files included in the ESE Instruction Manager 2 CD, as well as ordering information.
- Use the Student Progress component of the software to
 - create class rosters that include student names and associated demographic information and accommodations requirements
 - assign ESE or basic education course objectives, SSS benchmarks, or GLEs to classes/students
 - record, track, and display student progress ratings for objectives and benchmarks
 - schedule instruction for objectives in the Planner; find by dates.

The ESE Instruction Manager 2 train-the-trainer workshops are limited to the number of participants that each site can accommodate. Preference will be given to FDLRS staff, FIN staff, and district staff who provide training in exceptional student education (ESE) on a regular basis. You are encouraged to attend the workshop closest to your district, but you may attend a different location if space is available. Participants will receive a *replicable* packet of training materials. **(Note: Persons wishing to be trainers, who are not familiar with the software, should attend the three-hour, hands-on introductory workshop prior to attending the train-the-trainer workshop. The workshops are offered on consecutive days at each training site.)**

At least one month prior to the workshop you wish to attend, please complete this form and fax or mail it to Ms. Flossie Smallwood, LSI/FSU, 227 N. Bronough St., Suite 7200, Tallahassee, FL 32301 (phone: 850-921-9268; fax: 850-921-0755; E-mail: fsmallwood@lsi.fsu.edu). You will be notified of acceptance to attend and directions to the training location.



Please check a box below to indicate which six-hour ESE Instruction Manager 2 train-the-trainer workshop you wish to attend.

September 22, 2004/Tampa, FL

November 17, 2004/Palatka, FL

October 27, 2004/Tallahassee, FL

November 10, 2004/Viera, FL

October 29, 2004 Ft. Lauderdale, FL

Name: _____ District: _____

Place of Employment: _____

Position: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Do you provide software training on a regular basis? Yes _____ No _____

Which platform(s) do provide training on most often? PC _____ Mac _____

We hope to see you at the workshop! If you have questions or concerns, please contact Flossie Smallwood (see above) or Jan McKay (phone: 850-921-0695; E-mail: jmckay@cpt.fsu.edu).