

March 10, 2010

Dear Training of Facilitator Participant:

The National CASA Association is glad to partner with Pennsylvania CASA to offer the Training of Facilitators course. The Training of Facilitators Course is divided roughly into four sections:

1. An overview of the TOF course and National CASA Volunteer Curriculum.
2. An overview of curriculum design, philosophy and an introduction to facilitation/feedback skills
3. An opportunity to practice facilitating a unit or activity from the curriculum.
4. A review of evaluation steps and promotion of professional development.

Attachment A, *The TOF Course Agenda*, provides an overview of this integrated curriculum which includes both online and classroom components.

The classroom TOF session will be held at the Central Pennsylvania College Conference Center, 599 Valley Road, Summerdale PA 17093 (<http://www.centralpenn.edu>). **The registration form is attached. Please complete and fax or e-mail by April 15, 2010.** TOF in-person registration will begin at 8:00 AM on Saturday, June 19, 2010 with the training concluding by 2:30 pm Sunday June 20, 2010. We will serve lunch each day. If you are staying at the hotel, a continental breakfast is available at the hotel.

You are responsible for your hotel accommodations. A block of hotel rooms has been reserved, but you must make your own reservations. To make reservations call Comfort Suites Hotel, Mechanicsburg PA at 717 732 8800.

Please make your hotel reservations by **Thursday, April 15** to receive our group rate. (Group name: Pennsylvania CASA)

As soon as the TOF registration is finalized, you will receive additional information to help you prepare for the Training of Facilitator experience.

The National CASA Training Team and the staff of Pennsylvania CASA wish to thank you for your interest in the Training of Facilitator learning experience. We look forward to your participation!

Sincerely,

Terene Bennett

Terene Bennett
National CASA Training Specialist
1.800.628.3233 ext. 246
terene@nationalcasa.org

Sincerely,

Dennis Hockensmith

Dennis Hockensmith
Pennsylvania CASA Executive Director
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National CASA's Training of the Facilitator

Hosted by the Pennsylvania CASA Association

Dates: June 19 and 20, 2010

Times: Registration begins 8:00am
8:30am-5:00pm Saturday
8:30am-2:30pm Sunday

Training Location: Central PA College Conference Center
599 Valley Road
Summerdale, PA 17093
www.centralpenn.edu

Hotel Accommodations: Comfort Suites Hotel
2055 Technology Parkway,
Mechanicsburg, PA, 17050
Phone: (717) 732-8800
www.comfortsuitesmechanicsburg.com

Registrant Information:

Name: _____

CASA program: _____

Address: _____

City, State, Zip _____

CASA Director CASA Staff Member CASA Volunteer

Tel # & area code: Work/Day _____ Cell _____

Email: _____

Note for Pennsylvania registrants: If you are making a hotel reservation for this training and attending the PA CASA Conference on Monday, June 21 & Tuesday, June 22, reserve your room at the Comfort Suites Hotel through Monday night, June 21. You will receive the registration materials for the PA CASA Conference at the beginning of April.

National CASA's Training of the Facilitator Workshop

Presenters: National CASA's Training of the Facilitator Workshop will be presented by Terene Bennett, National CASA Association Training Specialist and Anita Brewster, Program Director for Cumberland County CASA (Pennsylvania). Since this is a two day training versus two and a half days, additional pre and post workshop webinars will be used to complete all requirements.

Lodging: Pennsylvania CASA has secured a block of rooms at the Comfort Suites Hotel in Mechanicsburg PA. These rooms will comfortably accommodate two guests should budgets require. Each registrant will be responsible for making his/her own room reservations under the group name: **Pennsylvania CASA** by calling **direct** for reservations at 717 732 8800.

Room Rates: \$99.00 per room / per night, plus taxes. Any "no show" reservations will be billed the first night's room and tax.

Dining: The Comfort Suites offers continental breakfast. Lunch both days will be provided at the Conference Center. Dinner will be on your own.

Travel: The Comfort Suites Hotel is located approximately 20 miles from the Harrisburg International Airport. Taxi service from the airport will cost approximately \$40 each way.

All training will be held at the Conference Center at Central Pennsylvania College. Travel to and from the Comfort Suites Hotel to the College for those who arrived by air will be available.

Directions to the College: www.centralpenn.edu

and Hotel: www.comfortsuitesmechanicsburg.com

Class space is limited and will fill quickly. Please email the completed registration form no later than April 15 in order to secure your spot. We look forward to seeing you!

Pennsylvania CASA Association

Fax: 1-888-638-0773

Email: June2010conference@yahoo.com

Contact: Chuck Bussard, PA CASA treasurer

Cell phone: 1-717-580-9199

**Pennsylvania CASA/National CASA
Training of the Facilitator
Classroom Learning Session
Agenda
June 19, 2010**

Day One Morning Theme:

**Building a foundation of general facilitation skills
and an understanding of the National CASA
Training Materials**

Objectives:

By the end of this in-person learning experience participants will be able to:

- Summarize focus of each core curriculum chapter
- Develop practical applications of Apply Adult Learning Principles
- Practice facilitating a curriculum chapter
- Provide and receive relevant feedback on facilitation skills
- Identify additional personal skills needed for effective facilitation

8:30am Chapter 1: Welcome & Training Overview

- Welcome and Logistics
- Why are We Here?
- Setting the Tone
- Expectations for the In-person session

**Chapter 2: Training Curriculum & Facilitator
Edition**

- Key Elements/Philosophy Review
- Curriculum Design Model Review

- Curriculum Overview

BREAK

Chapter 3: Adult Learning Theory

- Learning Style Review
- Adult Learning Principles Review
- Handling Problem Situation²s Scenarios Activity
 - Gallery Walk

12:00pm LUNCH

Day One Afternoon Theme:

Practice facilitation provides opportunities to take risks and apply demonstrated facilitation techniques and principles previously discussed.

Objectives:

By the end of this session, participants will be able to:

- Demonstrate the previously-acquired facilitation skills
- Work on new skills and techniques
- Observe facilitation skills of others
- Provide feedback
- Apply Adult learning principles

1:00pm - 5:00pm

Chapter 5: Practice Facilitation

- Group 1
- Group 2
- Group 3
- Group 4
- Group 5

END DAY 1 AT 5:00pm

**Pennsylvania CASA/National CASA
Training of the Facilitator
Classroom Learning Session
Agenda
June 20, 2010**

**Day Two Morning Theme:
Continue Practice facilitation**

Objectives:

By the end of this session, participants will be able to:

- Continue to demonstrate facilitation skills
- Continue to provide and receive feedback from practice facilitation
- Identify personal facilitation skills as well as areas of improvement

8:30am – 10:30 am

Chapter 5: Practice Facilitation (cont'd)

- Group 6
- Group 7
- Group 8
- **Continue/Start/Stop**

End Practice Facilitation

**Day Two Post Practice Facilitation Theme:
Successful training is more than just facilitation**

Objectives:

By the end of this session, participants will be able to:

- Develop an action plan to facilitate learning transfer to the job
- Discuss local training situation and solicit ideas from other participants
- Identify training needed resources
- Share resource knowledge and experience with other participants
- Utilize pre-screening and training opportunities to evaluate volunteer candidates

10:45 am Chapter 7: Training as an Assessment Tool

- Prescreening Information Activity
- Training as an Assessment Tool

11:15 am Chapter 6: Managing Resources

- Your Local Training Situation
- Training Resources Panel

12:00pm LUNCH

1:00pm – 2pm Wrap Up activities

1:00pm – 1:30 pm Training Resource Showcase

1:30 - 2:00 pm Chapter 8: Evaluation & Next Steps

- Expectations Review
- Action Plan
- Post-training Assessment & Facilitator Training Evaluation

2:15pm Final Wrap-up & Certificates

END DAY 2 AT 2:30 pm