



Lesson 4 Assignment Instructions: Conduct a *unitedstreaming* Training Session

1. Determine the topic, outcomes, and objectives of the training session. You can use the Training Topics resource to help you select appropriate topics for beginning through advanced users of *unitedstreaming*.
2. Develop a training plan. Use the Training Plan template to help you map out the content, process, and timing of the activities.
3. Create an agenda for your participants. You can use the Agenda Template or design your own.
4. Refer to the Training Tips resource when developing your plan.
5. Consider different models of staff development for follow-up support.
 - Action Research
 - Study Groups
 - Modeling
6. Use the Pre-Training Checklist as you set-up for your training session and test the equipment.
7. Reflect on your training session. Use the following questions to guide your reflection:
 - How did you determine the topic of the training session?
 - What factors did you consider as you were developing your training plan?
 - What went well and how do you know?
 - What are your plans for follow-up support with teachers?
8. To apply for continuing education credit, you will need to provide your school or district's staff development office with the following documentation:
 - Interactive Training: Lesson 4 Assignment Instructions
 - Training Plan and Agenda
 - Lesson Reflection
 - Any documentation from other lesson assignments