



# Keys to Early Writing Train-the-Facilitator

## Live Virtual Professional Development

### Learn to be a facilitator for the hybrid-online facilitated course!

Is your school or district interested in using in-house staff to offer facilitated online professional development for *Keys to Early Writing*? If the answer is yes, this Train-the-Facilitator is for you!

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**What is *Keys to Early Writing*?** It is a professional development course for research-based best practices for writing instruction that can be integrated into any subject and aligned to state literacy standards. Educators learn practical strategies for teaching writing skills, how to use writing to support content learning, and how to provide scaffolds to students who need support. See the course outline on the next page for content details.

**What is the Hybrid-Online Model?** Educators complete approximately 15 hours of online course modules and participate in 5 hours of facilitated debrief sessions. The online modules are asynchronous – users log in at any time. The debrief sessions are interspersed following a flexible schedule.

**What does a facilitator do?** Once you successfully complete this Train-the-Facilitator training, you will be certified to facilitate the debrief sessions with educators who take *Keys to Early Writing* online course. The sessions provide an opportunity for educators to collaborate as you debrief activities completed during the online course, share ideas for connecting to the classroom, and answer questions about course content. You will learn how to facilitate these meetings in a face-to-face format or using Zoom virtual meetings. You will also learn coaching strategies to support teachers with implementation of the instructional practices.

**What is the cost?** The cost to attend the **Train-the-Facilitator training is \$750** which includes 2 days of training, online course registration and training manual, and a Facilitator's Kit with the materials and files you will need to facilitate the debrief meetings. Please note that the registration cost for educators you train who take the online course is \$195 per person (includes a copy of the training manual).

**Who Should Participate:** Any literacy coach, administrator, or classroom teacher who has experience delivering literacy professional development is a good candidate. This training is perfect if you have skills and interest in facilitating professional sharing meetings!

**Train-the-Facilitator Requirements:** To successfully complete this training and become a certified facilitator, you must do the following:

- Complete the approx. 15-hour online course **prior** to attending the 2 days of training
- Complete the 2-day Train-the-Facilitator training

## **DATES & SCHEDULE**

**DATES:** May 15-16, 2024      **COST:** \$750

**TIME** 8:30AM - 3:15PM (Eastern Time)

**May 15 23, you must complete the online course. The course is asynchronous – you can log on any time to complete the modules at your own pace.**

### **During the 2 days of training:**

The Keys to Literacy trainer will model how to conduct the 5 hours of facilitated meetings, with you in the role of teacher. After each module debrief, the trainer will offer facilitation suggestions, revisit online course content, and answer your questions. The trainer will also walk you through the materials in your Facilitator's Kit (e.g., PowerPoints, activity handouts), and provide some suggestions for how you can coach and support implementation by teachers.

### **Keys to Early Writing Online Course Topics**

- Writing Basics
- Engage a Community of Writers
- Writing Process
- Structure for the Three Types of Writing
- First Steps: Drawing, Labels, Lists
- Syntax, Sentences
- Paragraph Writing
- Writing from Sources

### **ADDRESS TO SHIP MATERIALS**

Please note that we will be mailing the training book and Facilitator's Kit to participants at their home address, so **we need your home mailing address on the registration form**. Allow 10 days for shipping after registration is received.

### **Two Ways to Register**

*Online:* Complete the registration form and submit payment on our website

<https://www.keystoliteracy.com/events/>

**OR**

*Mail/Fax:* Complete the registration form (next page) and submit with purchase order or check payment (payable to Keys to Literacy, LLC).

### **CONFIRMATION**

Your registration will be confirmed by email. **PLEASE NOTE:** You are **not** registered unless you receive a confirmation email!



**Keys to  
Literacy**

# Registration Form

(Each registrant must complete a registration form. Payment or P.O. must accompany form OR register online at [http://keystoliteracy.com/events/.](http://keystoliteracy.com/events/))

## SECTION 1: PARTICIPANT information

NAME: \_\_\_\_\_ POSITION/TITLE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ GRADE: \_\_\_\_\_

DISTRICT/ORGANIZATION: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

HOME MAILING ADDRESS to ship book: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ MOST USED EMAIL: \_\_\_\_\_

## SECTION 2: SESSION information

### Keys to Early Writing Train-the Facilitator

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**Time:** 8:30AM - 3:15PM (Eastern Time)

**COST:** \$750

#### QUESTIONS?

Contact Melissa Powers at  
(978) 948-8511, ext. 202 or  
[melissa@keystoliteracy.com](mailto:melissa@keystoliteracy.com)

#### REFUND/CANCELLATION POLICY

- If you cancel **3 days or more prior** to training, you will be issued a **full refund**.
- **No refunds** will be issued for "no shows" or cancellations within 72 hours of training.
- Substitutions accepted.

## SECTION 3: PAYMENT information

*Please include completed registration form with payment.*

\_\_\_\_\_ check/money order enclosed  
(payable to **Keys to Literacy**)

\_\_\_\_\_ purchase order # \_\_\_\_\_  
(if available)

#### Please mail to:

Keys to Literacy  
319 Newburyport Turnpike, Suite 205  
Rowley, MA 01969

#### OR

**fax to:** (978) 948-8611

**To pay with a credit card, please register online:**

<https://www.keystoliteracy.com/events/>

## CONFIRMATION

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