# Keys to Content Writing
# Certified Facilitator Training

## 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 Content Writing*? If the answer is yes, this Certified Facilitator training is for you!

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**What is *Keys to Content 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 12 hours of online course modules and participate in 3 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 Certified Facilitator Training, you will be certified to facilitate the debrief sessions with educators who take *Keys to Content 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 **Certified Facilitator Training is $775** which includes 2 days of training, online course registration and training manual, and access to the Certified Facilitator Hub 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 $220 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!

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

- Complete the approx. 12-hour online course **prior** to attending the 2 days of training
- Complete the 2-day Certified Facilitator training

# DATES & SCHEDULE

**DATES**: January 19-20, 2027 **COST:** $775

**TIME** 9:00AM – 3:00PM (Eastern Time)

**Prior to January 19, 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 3 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 guides you through the materials in the Certified Facilitator Hub (e.g., slide decks, activity handouts) and offer suggestions on how to coach and support teachers in their implementation.

***Keys to Content Writing* Online Course Topics**

- Writing Basics
- Quick Writes
- Sentences and Paragraphs
- The Writing Process
- Summary Writing
- Three Types of Writing
- Writing From Sources
- Wrap Up

**ADDRESS TO SHIP MATERIALS**

Please note that we will be mailing the training book 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:* 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!

# Registration Form

*(Each registrant must complete a registration form. Payment or P.O. must accompany form OR register online at 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 Content Writing Certified Facilitator Training

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**Time:** 9:00AM – 3:00PM (Eastern Time)

**COST:** $775

**QUESTIONS?**
Contact Melissa Powers at
(978) 948-8511, ext. 8883 or
melissa@keystoliteracy.com

*Please note session is subject to change/cancellation.

**REFUND/CANCELLATION POLICY**

- If you cancel **3 days or more prior** to training, you will be issued a **50% 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

**To pay with a credit card, please register online:**
https://www.keystoliteracy.com/events/

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