



UNIVERSITY OF THE
DISTRICT OF
COLUMBIA
—1851

**DC Office of the State Superintendent of Education (OSSE) and
University of the District of Columbia (UDC)**

MINI-PROFESSIONAL DEVELOPMENT INSTITUTE 2022

MAY 2 – 4, 2022

***Building Blocks for Education, Training and Workforce Providers:
Strengthening the College and Career Readiness Aspects of Your Program***

The Office of the State Superintendent of Education, Adult and Family Education (OSSE AFE), in collaboration with the University of the District of Columbia (UDC), will host a Mini-Professional Development Institute for adult education providers, training providers, workforce development providers, partner agencies and other stakeholders from Monday, May 2, 2022 to Wednesday, May 4, 2022. There are two, one-hour sessions scheduled on each day. All sessions will be hosted online.

Participants in this mini-professional development institute will explore ways to help youth and adults in the District of Columbia become college and career ready. Participants will also explore strategies to strengthen the college and career readiness aspects of their programs so that adult learners can easily transition to postsecondary education, postsecondary training and ultimately fulfilling careers in high demand industries with family sustaining wages.

Topics include:

- Exploring Personal and Workplace Success Skills and Resources (Part 1 and Part 2)
- Designing Pathways to Opportunity: Comprehensive Student Supports (Part 1 and Part 2)
- Integrating Career Awareness into Program Design and Service Delivery (Part 1 and Part 2)

While there are different learning objectives for Part 1 and Part 2 of each topic, and participants are encouraged to attend them in sequence, this is not required. Please attend the Mini-PD Institute sessions as your schedule allows. You will be able to access video recordings of all sessions on the [OSSE webpage](#) approximately one week after the conclusion of the Mini-PD Institute. Past Mini-PD Institute recordings and handouts are posted [here](#).



Registration is not required. To participate, click on the link provided for each session in the **Schedule of Events**. For additional information, contact osse.afeta@dc.gov.

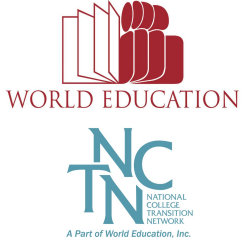
MINI-PROFESSIONAL DEVELOPMENT INSTITUTE 2022
Schedule of Events

MONDAY, MAY 2, 2022

Registration is not required.

To participate, please click on the specific link for each webinar next to the description.

<p>Session 1A</p> <p>10-11 a.m.</p> <p>Webinar Link: bit.ly/1A_SkillsLibrary</p>	<p>Exploring Personal and Workplace Success Skills and Resources (Part 1 of 2)</p> <p>Explore the Personal and Workplace Success Skills Library, a curated collection of high-quality resources that adult education and workforce development practitioners can use to teach and assess skills such as critical and creative thinking, teamwork and collaboration, and communication. These essential transferable skills, also known as <i>Workforce Preparation Activities</i>, are intended to be integrated into any type of adult education or training program and are also one of the three instructional pillars of Integrated Education and Training (IE&T). You'll explore the library firsthand and consider how to use the resources to integrate personal and workplace success skills into your high school equivalency, English for Speakers of Other Languages (ESOL), integrated education and training program design, curriculum and instruction and coaching activities.</p>	
<p>Session 1B</p> <p>2-3 p.m.</p> <p>Webinar Link: bit.ly/1B_SkillsLibrary</p>	<p>Exploring Personal and Workplace Success Skills and Resources (Part 2 of 2)</p> <p>Building upon Part 1, participants in this session will:</p> <ul style="list-style-type: none"> ● Take a deeper dive into the Personal and Workplace Success Skills Library to find resources that can be used to integrate transferable skills into your high school equivalency, ESOL, and/or integrated education and training instruction and/or coaching; ● Engage in an activity to help you identify key considerations for searching and selecting Library resources that align with your program priorities and participant goals; ● Learn tips and lessons learned from practitioners who have integrated Library resources into their education and workforce programs; and ● Hear <i>Voices from the Field</i> on teaching and helping students to learn the skills needed to achieve personal and workplace success. <p>Those who attend Part 1 will benefit most from this session.</p>	
<p>Co-Presenter(s):</p>	<ul style="list-style-type: none"> ● Dani Scherer, Curriculum and Professional Development Specialist, National College Transition Network at World Education, Inc. ● Kathleen O'Connell, Workplace Education Coordinator, National College Transition Network at World Education, Inc. 	 

TUESDAY, MAY 3, 2022		
Registration is not required.		
To participate, please click on the specific link for each webinar next to the description.		
Session 2A 10-11 a.m. Webinar Link: bit.ly/2A_Student_Supports	Designing Pathways to Opportunity: Comprehensive Student Supports (Part 1 of 2) This session introduces the essential role that a career navigator (aka “navigator” or “coach”) plays in connecting students to supports and resources in an adult education or training program and in the community to help them persist and progress in their educational and career goals. Participants will discuss the core functions, knowledge, skills and personal characteristics of effective navigators and factors to consider when constructing a navigator or coach job description.	
Session 2B 2-3 p.m. Webinar Link: bit.ly/2B_Student_Supports	Designing Pathways to Opportunity: Comprehensive Student Supports (Part 2 of 2) Career navigator programs, when thoughtfully designed, have the potential to create responsive and persistence-focused adult education and training programs that enable students to achieve their education and career goals. Building upon Part 1, participants will discuss factors to consider in designing an effective navigator program, such as program priorities, student goals, case-loads and availability of resources and strategies such as group activities and collaboration. This session is geared toward administrators who want to learn more about designing a navigator or coach program, as well as those serving in roles similar to a navigator or coach. Those who attend Part 1 will benefit most from this session.	
Co-Presenter(s):	<ul style="list-style-type: none"> Sandy Goodman, Director, National College Transition Network at World Education, Inc. 	 <p>WORLD EDUCATION</p> <p>NC TN NATIONAL COLLEGE TRANSITION NETWORK A Part of World Education, Inc.</p>

WEDNESDAY, MAY 4, 2022		
Registration is not required.		
To participate, please click on the specific link for each webinar next to the description.		
<p>Session 3A</p> <p>10-11 a.m.</p> <p>Webinar Link: bit.ly/3A_CareerAwareness</p>	<p>Integrating Career Awareness into the Program Design and Service Delivery (Part 1 of 2)</p> <p>Career planning is an essential life skill for all of us as we confront a rapidly and constantly changing labor market and economy. Career exploration is a process of self-assessment, occupational research, and planning to achieve a better fit between a person’s individual skills, interests and talents and the training and employment they choose to pursue. The better the fit, the greater the chance of success.</p> <p>Participants in this session will explore the stages of career exploration, and the planning process and tools that instructors and coaches can implement with students to help them research, plan and make progress towards their education and career goals. There’s no need to wait until a student completes a particular aspect of an adult education or training program to begin planning for their future, as these tools can be used to help them get started at any point in their educational and career journey.</p>	
<p>Session 3B</p> <p>2-3 p.m.</p> <p>Webinar Link: bit.ly/3B_CareerAwareness</p>	<p>Integrating Career Awareness into the Program Design and Service Delivery (Part 2 of 2)</p> <p>Career planning is an essential life skill for all of us as we confront a rapidly and constantly changing labor market and economy. Career exploration is a process of self-assessment, occupational research and planning to achieve a better fit between a person’s individual skills, interests and talents and the training and employment they choose to pursue. The better the fit, the greater the chance of success.</p> <p>Building upon Part 1, this session is designed to add to the toolbox of resources that instructors and coaches can use to guide students through the process of career self-assessment, occupational exploration and goal setting. Participants will also discuss how these activities can be integrated into adult education or training curriculum and program design. Those who attend Part 1 will benefit most from this session.</p>	
<p>Co-Presenter(s):</p>	<ul style="list-style-type: none"> ● Dani Scherer, Curriculum and Professional Development Specialist, National College Transition Network at World Education, Inc. ● Kathleen O’Connell, Workplace Education Coordinator, National College Transition Network at World Education, Inc. 	