

Developing Presentation Skills

A workshop for School-Home Assistants

PENDING SUFFICIENT REGISTRATION

Purpose: To support a stronger environment for learning by improving the ability of school-home assistants to provide information about the cultural and educational backgrounds of English language learners to staff of the Hawaii Department of Education. See page 2 for more information about the workshop.

Dates: **November 14, 2006 (Tuesday); December 9, 2006 (Saturday); and January 27, 2007 (Saturday)**

Time: **8:30 AM to 12:00 PM;** Sign in begins at 8:15 AM.

Location: **Nov. 14 at the Pearl City Cultural Center; Dec. 9 & Jan. 27 at UH-Manoa, Wist 130**
(See page 2 for maps and driving directions.)

Presenters: Lillian Segal, Ruth Truce, and Brian Hamasaki (University of Hawaii, College of Education)

Cost: **Free!**

Inquiries: Contact **Fausto Grado**, Workshop Coordinator, at 956-8344 or email to fgrado@hawaii.edu.

Deadline: Registration deadline is **October 25, 2006.** *Seating is limited, so register early!*

Registration Instructions:

1. Duplicate the form for each registrant.
2. Complete all sections of the form (below).
3. Copy completed form(s) for your records.
4. Submit completed form (see instructions to the right).

To submit completed form, fax to 956-3374 or mail to:

Project Waipuna, College of Education
University of Hawaii at Manoa
1776 University Avenue, UA2-7
Honolulu, HI 96822

DEVELOPING PRESENTATION SKILLS – NOV. 14, 2006; DEC. 9, 2006; AND JAN. 27, 2007
Registration Form – Complete all sections.

Name: _____ District: _____

Language(s): _____

Home Address (# street): _____ (city): _____ (zip): _____

Phone (work): _____ (home): _____ Fax: _____ Mobile: _____

Email: _____

Please include your email address because we use email as the primary communication mode to send confirmation and other information. If you do not use email or your account will be inaccessible, then write "none" in the above space.

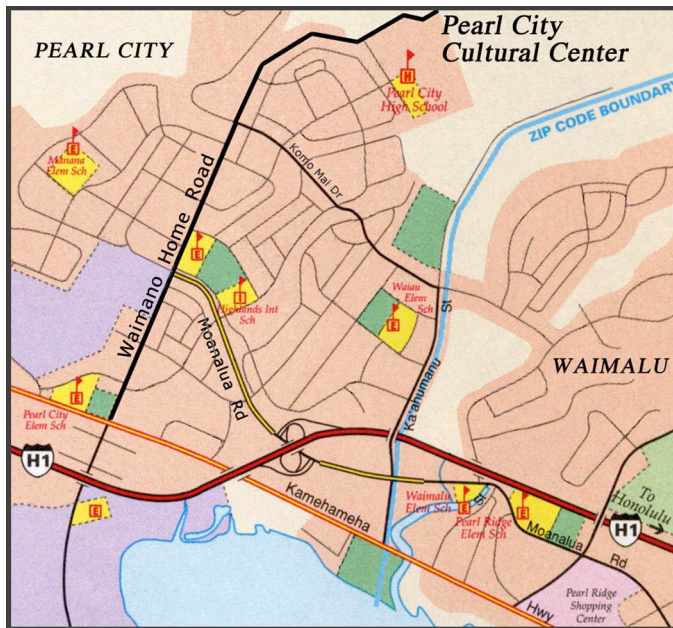
For the session on November 14th, I will attend on: (✓one) work time. -or- personal time.

I have access to a computer and am comfortable using it, including the "Help" function: (✓one) No. Somewhat. Yes.

For disability accommodations, check here and describe: _____

Disclaimer: By submitting a completed registration form, you grant permission to College of Education staff to photograph and/or videotape you, and to use, without compensation, your likeness in future project-related publications regarding the workshop or related activities. Information provided on this form will remain confidential as allowed by law. The sponsoring project reserves the right to cancel the workshop if minimum registration count is not met. Flyer revised: **10-02-06.**

MAP AND DIRECTIONS TO PEARL CITY CULTURAL CENTER, NOVEMBER 14, 2006.



From East Oahu:

H1 (westbound).

Take the Waimalu-Pearl City off ramp.

Turn right onto Moanalua Road and right onto Waimano Home Road.

Continue uphill past the high school until just before the guard shack (on the right).

From West Oahu:

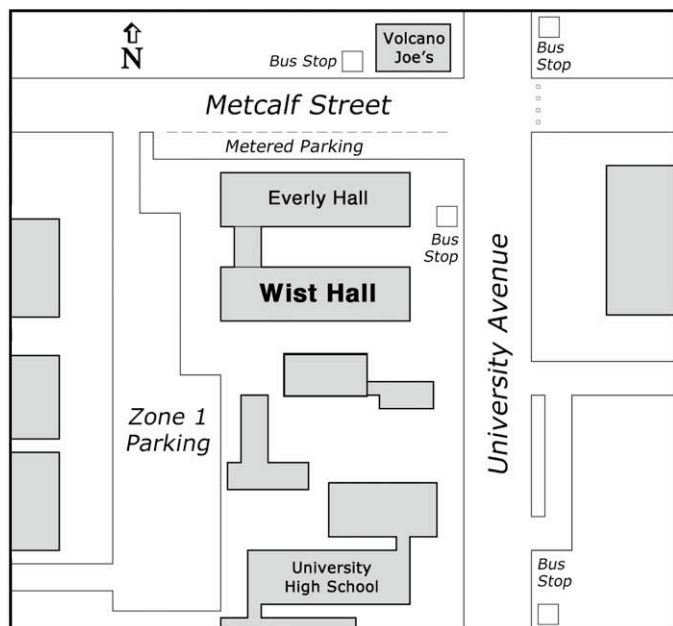
H1 (eastbound).

Take Kamehameha Highway at Pearl City.

Turn left onto Waimano Home Road.

Continue uphill past the high school until just before the guard shack (on the right).

MAP AND DIRECTIONS TO UHM WIST HALL, DEC. 9, 2006 & JAN. 27, 2007.



From East Oahu:

H1 (westbound).

Take the University Exit.

Merge onto University Avenue.

Continue past the Dole Street Intersection.

Turn left on Metcalf Street.

Park in Zone 1 Parking Lot or at metered parking.

From West Oahu:

H1 (eastbound).

Take the University Exit.

Merge onto University Avenue.

Continue past the Dole Street Intersection.

Turn left on Metcalf Street.

Park in Zone 1 Parking Lot or at metered parking.

ABOUT THE WORKSHOP

Session 1: Participants will first observe presenters conducting a one-hour presentation about Micronesian cultures to in-service Hawaii Department of Education staff. Following the presentation, participants will discuss:

- what types of information would be good to include,
- how to organize the information,
- how to present the information effectively,
- what questions may arise, and
- how to answer the questions.

Session 2: Participants will learn the basics of Microsoft PowerPoint and work in district teams to develop a presentation using PowerPoint. They should bring in items that they may want to include in their presentation, e.g. maps, photos, factual and/or related information that give insight into the backgrounds of English language learners from their region.

Session 3: Participants will share 3-5 minute segments of the presentation they have developed and critique what worked and what can be improved.