



## ABOUT OTAN TRAINING: Face-to-Face Workshops

- [Online workshops](#)
- [Face-to-Face workshops](#)
- [Workshop materials](#)
- [Training Videos \(script\)](#)

Currently we are offering the following workshops.

Be sure to [review](#) the workshop requirements. [more!](#)

Workshop title	Format
Click on the name to view the workshop description and upcoming dates.	
<a href="#">Advanced PowerPoint 2010 for Adult Education</a>	Workshops
<a href="#">Advanced PowerPoint 2013 for Adult Education</a>	Workshops
<a href="#">Beginning PowerPoint 2010 for Adult Education</a>	Workshops
<a href="#">Beginning PowerPoint 2013 for Adult Education</a>	Workshops
<a href="#">Catch 'em &amp; Keep 'em - Strategies and Tools to Identify and Develop Independent Learning Skills</a>	Workshops
<a href="#">Chromebooks for Adult Education</a>	Workshops
<a href="#">Creating Web Pages with Weebly - Part 1</a>	Workshops
<a href="#">Creating Web Pages with Weebly - Part 2</a>	Workshops
<a href="#">Custom Google</a>	Workshops
<a href="#">Customizing Your Moodle Course</a>	Workshops
<a href="#">Digital Badges in Adult Education</a>	Workshops
<a href="#">E-L Civics: Digital Literacy &amp; Internet Safety</a>	Workshops
<a href="#">Google Classroom for Adult Education</a>	Workshops
<a href="#">Google Sites</a>	Workshops
<a href="#">Google Tools and Drive I</a>	Workshops
<a href="#">Google Tools and Drive II</a>	Workshops
<a href="#">Interactive Whiteboards - Creating Student Activities</a>	Workshops
<a href="#">Internet Resources for Adult Ed Teachers</a>	Workshops
<a href="#">iPads in Adult Education</a>	Workshops
<a href="#">Mobile Devices in Adult Education Part 1</a>	Workshops
<a href="#">Mobile Devices in Adult Education Part 2</a>	Workshops
<a href="#">Mobile Devices: Formative Assessment</a>	Workshops
<a href="#">Moodle - Create a Course Web Site</a>	Workshops
<a href="#">Office 365 for Adult Education</a>	Workshops
<a href="#">Open Education Resources and Adult Education</a>	Workshops
<a href="#">OTAN Advisory Committee Meeting</a>	Meetings
<a href="#">OTAN at Professional Development Day for Your School</a>	Workshops
<a href="#">Privacy - Protect, Preserve, and You</a>	Workshops
<a href="#">Social Media for Adult Education</a>	Workshops
<a href="#">Teaching Vocabulary with Technology</a>	Workshops
<a href="#">Training of Trainers (ToT)</a>	Meetings

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Training Web site](#). This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

### Face-to-Face Workshop Requirements:

- The lab must contain at least one computer for every individual enrolled in a class - including the instructor.
- The Internet connection must be at least a T1 line.
- All computers being used must have Internet Explorer 9.0 or later or another current Internet browser and Adobe Acrobat Reader 9.0 or later.
- OTAN's Web site and its contents must be accessible on every computer used during a class.
- The instructor's computer station should be connected to an LCD projector and the room will need a screen for class viewing. (If a projector and/or instructor station is not available, OTAN can provide them).
- At least 10 participants must have completed the online registration 10 days prior to the workshop.
- All Microsoft Office workshops require the correct version of Office to be installed on all computers in the lab to be used.
- Various workshops will require unblocked access to necessary Web sites.