



## ABOUT OTAN TRAINING: Workshop Descriptions

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<b>Workshop title</b>	<b>Training of Trainers (ToT)</b>
<b>Workshop description</b>	This event is for OTAN External Trainers to come together for a face to face meeting held at SCOE. During the event, trainers will get an overview of what's happening with OTAN in the upcoming year, review trainer administrative tasks, review Adobe Connect presentation tips, and learn about new projects and presentation tools.
<b>Session length</b>	5 hours
<b>Format</b>	Meetings: Working or informational discussion groups on a particular topic.

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Professional Development Website](#). 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 or Firefox 20 or later and Adobe Acrobat Reader 10 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 business 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.