



OTAN

Professional Development

2024-2025

Outreach and Technical Assistance Network: www.otan.us/training

OTAN offers technology integration sessions in the form of in-person, virtual, and hybrid events. These professional development events can be scheduled as hands-on workshops or presentations and are provided to adult educators and staff throughout California at no cost.

Series sessions are also available for workshops. Where workshops can be scheduled individually, a series is a succession of workshops where skills are gradually built in or around specific topics, apps, and/or digital tools.

All OTAN sessions are customizable to fit the needs of the requesting agency and staff.

Sampling of topics includes:

- Using AI in Adult Education
- Applied Digital Skills
- Creating Accessible Documents for Adult Ed
- CK12 - Digital Textbooks
- Engaging Instruction
- Google Apps and Tools
- Internet and Digital Safety
- Microsoft Apps and Tools
- Triple-E Framework
- and much more!

Session Requirements

For in-person (3 hour min.)

- Sufficient notice for scheduling.
- A minimum of 10 registered participants one week before the event.
- One device for every participant at the host site OR
- Ability to connect to site WiFi with sufficient bandwidth to support all devices.
- A projection system.

For virtual (1-1.5 hour min.)

- At least 1 week scheduling notice.
- A minimum of 8 registered participants 3 days before the event.
- All participants must be able to connect to a Zoom session.

For presentation (min. time dependent)

- In-person: 2 week notice before event and at least a 60 minute session.
- Virtual: At least 3 day notice before event and at least a 20 minute session.
- A projection system.



For more information about customizing or scheduling, or more information about OTAN Professional Development, contact OTAN training staff at support@otan.us.

OTAN.US
916-228-2580