

STAFF DEVELOPMENT INSERVICE COMPONENT INFORMATION

COMPONENT TITLE: General Technology Updates

IDENTIFIER NUMBER: 3003027

MAXIMUM POINTS: 36

GENERAL OBJECTIVE: This component is designed to provide participants with the knowledge, skills, attitudes, aspirations and behavior necessary to acquire and update use of emerging technologies in the workplace.

SPECIFIC OBJECTIVES:

Within the duration of this component, participants will:

1. Identify current industry and/or education applications for emerging technologies.
2. Identify updated technology equipment that meets industry and education technology standards including hardware, furniture, peripherals and other equipment.
3. Identify updated technology software that meets industry and education technology standards.
4. Demonstrate an understanding of techniques to promote technology in the workplace.
5. Identify industry and education technology mandates.
6. Demonstrate the ability to select technology applications appropriate to various work tasks.
7. Demonstrate the ability to apply new technology to solve workplace problems or make the workplace more efficient.
8. Demonstrate the ability to use a new software program and identify its application in the workplace.
9. Demonstrate the ability to manage new programs and files.
10. Demonstrate hands-on practice using current equipment and software.
11. Demonstrate the ability to create and modify documents using new hardware and/or software technology.
12. Identify methods to reinforce learning through demonstrations, simulations, technology learning activities, recall or recognition.

RESEARCH BASE: *Getting America's Students Ready for the 21st Century: Meeting the Technology Literacy Challenge* This research link addresses Technological Literacy as a national priority, the benefits of technology use, and reaching technology goals. The research is found at <http://www.ed.gov/about/offices/list/os/technology/plan/national/index.html> U.S. Department of Education, An outline of the roles for all in meeting the challenge of technological literacy for all students.

PROCEDURES:

During the delivery of this professional development program participants will engage in some or all of the following:

1. participate in all elements of the professional development training
2. engage in collaborative dialog about the technology training and implementation in the workplace
3. apply technology learning to the workplace in an authentic manner
4. provide and share feedback regarding implementation activities for new hardware.
5. provide and share feedback regarding implementation activities for new software.

EVALUATION OF PARTICIPANTS:

Participants must demonstrate a mastery of the component’s specific objectives as measured by assessments, or other varied measures.

FOLLOW-UP ACTIVITIES:

Participants will document within 30 days of the last training session that the skills knowledge or attitudes learned as a result of the training were transferred and implemented in the workplace using a Transfer of Learning. Participants will apply their learning by accomplishing at least one of the following methods as determined by the professional developer:

1. Provide written reflections
2. Developing a portfolio
3. Providing a product

COMPONENT EVALUATION:

Participants and instructors will assess the degree to which the training activities addressed the specific objectives of the component, and will make recommendations for revisions through a component evaluation.

SUBMITTED BY: _____

SCHOOL/DEPARTMENT: _____

APPROVAL:

SIGNATURE OF PRINCIPAL/DIRECTOR/DESIGNEE

DATE