Delivering a WIPPEA Training

Training and Teaching are balancing acts

- Balancing the needs of the participants with the goals and objectives of the training.
- Keeping the content and the effect of being a good trainer in mind as he/she does it.

I.   WARM-UP
   A.   Select an activity that will focus participants on the topic of the training

II.   INTRODUCTION
   A.   Tell participants what they will be learning (can be goals and objectives)
   B.   Ask participants if they would like to add anything

III.   PRESENTATION
   A.   Present new information on the topic of the training
   B.   Comprehension Check
      1.   Check participants' understanding of the main concepts before moving to practice

IV.   PRACTICE
   A.   Plan activities that will help participants internalize the new information

V.   EVALUATION
   A.   Plan two types of evaluation
      1.   An activity for the trainer to see if the participants have internalized the information
      2.   An opportunity for participants to evaluate the training
         a)   What did you like?
         b)   What would you change?

VI.   APPLICATION
   A.   Provide an opportunity for participants to make an "action plan"
      1.   **How?** they will use what they have learned
      2.   **When?** they will use what they have learned
      3.   **Where?** they will use what they have learned

Contents

Overview

Overview text here…

Topic Title Here

Sub-Topic Title Here

Emphasis Title Here

Step	Screen	Description
1.		•
2.		•
3.		•
4.		•
5.		•

Step	Screen	Description
6.		•
7.		•
8.		•
9.		•
10.		•

CASAS Contact Information

Mail:	*CASAS*
	5151 Murphy Canyon Rd., Suite 220
	San Diego, CA 92123-4339
Website:	www.casas.org
Telephone:	(858) 292-2900 or toll free (800) 255-1036
Fax:	(858) 292-2910
	E-mail:
General questions:	casas@casas.org
Training questions:	training@casas.org
Ordering questions:	orders@casas.org
California Accountability:	capm@casas.org
California AEBG - Adult Ed Block Grant:	aebg@casas.org
CASAS Technology Support Team:	techsupport@casas.org

Training Support

Help documentation is available at: CASAS Home > Training and Support >
- eTests Online Help
- TOPSpro Enterprise Help.

Enroll in a complimentary workshop at: CASAS Training Registration.

Technical Support

The *CASAS* **Technology Support Team** is available 7:00 am – 5:00 pm (Pacific), M – F, at techsupport@casas.org to provide technical assistance for successful online implementation and uninterrupted test delivery. Team members are available at 1-800-255-1036, option 2.

If you have any questions or if there is anything that we may help you with, please let us know.
CASAS Technology Support Team
techsupport@casas.org | 1-800-255-1036, option 2