

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">July 7, 2011 All Day</p> <p style="text-align: center;">ECHO Joint Agreement Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>Collaborative Training</p> <p><i>Target Audience: ECHO Administrators and Building level interdisciplinary teams</i></p>	<p>Deconstructing the Common Core State Standards. This workshop will help participants expand their understanding of the newly adapted Common Core Standards. A clear focus on the paradigm shift from the Illinois State Standards to common core, how teachers need to use Common Core to align levels of rigor to instruction, how to identify the skills necessary to align the Standards to assessments, and the role of grading and reporting will be reported.</p>
<p style="text-align: center;">August 8, 2011 8:30 – 12:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>EasyIEP Update Training</p> <p><i>Target Audience: Administrators, ECHO Program Staff Administrative Designees & District personnel</i></p>	<p>This training is designed for individuals with moderate to intermediate familiarity with the web-based IEP system. It will cover recent system modifications and updates, provide tips for avoiding common pitfalls and go into detail on areas voiced by participants as most troublesome. Depending on the needs and know-how of the gathered individuals, the training might devote time to a re-teach of Page 5/Minutes Page/Classes and Programs, do a thorough walk-through of Wizards, focus attention on the Student History page, or engage in a combination of such subjects. Refresher Trainings are custom-tailored to the specific needs of the trainees and include a great deal of Q and A time as well as hands on system exploration.</p>
<p style="text-align: center;">August 10, 2011 3:00 ET</p> <p style="text-align: center;">Webinar from ASCD http://www.ascd.org/professional-development/webinars/summer-bootcamp-webinars.aspx</p>	<p>Ask Dr. Judy: How can I help my students remember what I teach</p> <p><i>Target Audience: ECHO Administrators</i></p>	<p>Dr. Judy suggests the key to forming new memories and storing information is the brain's practice and experience recognizing and construction patterns. The webinar will take you on a journey through the brain help you learn proven neurological strategies for building patterning skills, activating prior knowledge and more.</p> <p><i>Note: Please take care to note time zones when registering and planning for participation in the webinars.</i></p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">August 11, 2011 8:30 – 12:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>EasyIEP New User Training</p> <p><i>Target Audience: Administrators & ECHO Program Staff Administrative Designees</i></p>	<p>This beginners' preparation class provides individuals the skills and expertise to easily navigate the web-based IEP system. It will cover the ins-and-outs of the Referral, Evaluation, Eligibility, IEP and ISP Processes. Participants will learn how to add goals, set up custom goal banks, create quarterly goal updates, create transition and behavior plans, send home meeting notices, archive sign-in sheets, monitor compliance and much more! While this training presumes no prior EasyIEP™ knowledge, users already somewhat familiar with the system will also benefit with improvements to their navigation ability and with the development of a more integrated perspective of the system functionality.</p>
<p style="text-align: center;">August 15, 2011 8:00 – 2:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p style="text-align: center;">August 16, 2011 3:00 ET</p> <p style="text-align: center;">Webinar from ASCD http://www.ascd.org/professional-development/webinars/summer-bootcamp-webinars.aspx</p>	<p>Launching Self-Directed Learners: Starting the School Year with Habits of Mind</p> <p><i>Target Audience: ECHO Administrators/Teachers</i></p>	<p>Art Costa and Bena Kallick talk apathetically about the need for students to become more self-directed, manage their time and their learning, and be ready to engage with learning in the classroom. Habits of the mind make students aware and build their capacity to learn.</p> <p><i>Note: Please take care to note time zones when registering and planning for participation in the webinars.</i></p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">August 18, 2011 3:00 ET</p> <p style="text-align: center;">Webinar from ASCD http://www.ascd.org/professional-development/webinars/summer-bootcamp-webinars.aspx</p>	<p>Effective Supervision: Supporting the Art and Science of Teaching</p> <p><i>Target Audience: ECHO Administrators</i></p>	<p>Robert Marzano discusses what leaders should do to encourage and support teachers in practicing the art and science of great teaching. He deals with what is necessary to create a teacher supervision and evaluation system that will lead to increased student achievement.</p> <p><i>Note: Please take care to note time zones when registering and planning for participation in the webinars.</i></p>
<p style="text-align: center;">August 22, 2011 1:00 – 3:00</p> <p style="text-align: center;">PACE Elementary 14419 Atlantic Ave. Riverdale, IL 60827</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p style="text-align: center;">August 23, 2011 9:00 – 11:00</p> <p style="text-align: center;">ECHO Gymnasium 350 W. 154th Street South Holland, IL 60473</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p style="text-align: center;">August 23, 2011 1:00 – 3:00</p> <p style="text-align: center;">ABLE 13801 S. Chatman Blue Island, IL 60406</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">August 23, 2011 3:00 ET</p> <p style="text-align: center;">Webinar from ASCD http://www.ascd.org/professional-development/webinars/summer-bootcamp-webinars.aspx</p>	<p>Starting Where you Are: Finding Manageable Ways to Meet the Needs of All Learners</p> <p><i>Target Audience: ECHO Administrators/Teachers</i></p>	<p>Sherida Britt explores the key principles related to differentiation, strategies proven to be successful in meeting the needs of all learners, and ways for teachers to anticipate and respond to differences in a proactive manner. Practical methods for assessing students' readiness, interest and learning profiles will be discussed.</p> <p><i>Note: Please take care to note time zones when registering and planning for participation in the webinars.</i></p>
<p style="text-align: center;">September 8, 2011 9:00 – 3:00</p> <p style="text-align: center;">Holy Ghost 700 East 170th Street South Holland, IL 60473</p>	<p>Visual Phonics Training</p> <p><i>Target Audience: DHH, ABLE Staff</i></p>	<p>It is a training of the Visual Phonics component of our reading program. It is a set of hand signals used to assist the deaf students in understanding how the sound is produced. It is essential in phonemic awareness for the DHH students.</p>
<p style="text-align: center;">September 13, 2011 3:00 ET</p> <p style="text-align: center;">Webinar from ASCD http://www.ascd.org/professional-development/webinars/summer-bootcamp-webinars.aspx</p>	<p>Creating Authentic Assessments</p> <p><i>Target Audience: ECHO Administrators/Teachers</i></p>	<p>Allison Zumuda explores ways to meaningfully build assessments in the curriculum with an emphasis on Common Core Standards in mind. Key tenets of authentic assessments and rubric designs will be discussed and “how to” recommendations will be provided.</p> <p><i>Note: Please take care to note time zones when registering and planning for participation in the webinars</i></p>
<p style="text-align: center;">September 13, 2011 4:00 – 5:00 ET</p> <p style="text-align: center;">www.cec.sped.org/webinars</p>	<p>Autism Spectrum Disorders Part 1: Understanding and Comparing Research-Based Practices</p> <p><i>Target Audience: ABLE Staff Members</i></p>	<p>This two-part webinar series will provide practitioners who work with students with autism spectrum disorders at all age levels with in-depth practical, descriptive, and comparative information on several of the most popular research-based interventions and approaches.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">September 13,2011 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Publisher- Introductory</p> <p style="text-align: center;"><i>Target Audience: ECHO Staff</i></p>	<p>Creating a new publication, working with text boxes, changing font formatting and applying special border and fill effects.</p>
<p style="text-align: center;">September 16, 2011 1:00 – 3:00</p> <p style="text-align: center;">ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>MENTA –Physical Restraint Training</p> <p style="text-align: center;"><i>Target Audience: Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p style="text-align: center;">September 19, 2011 2:30 – 4:00</p> <p style="text-align: center;">Harriet Tubman School 333 E. 142nd Street Dolton, IL 60419</p>	<p>Collaborative Learning Training (webinar)</p> <p style="text-align: center;"><i>Target Audience: All ABLE Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p>September 19, 2011 2:30 – 4:00</p> <p>MacArthur E.C. 640 E. 168th Place South Holland, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All E. C. Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p>September 20,2011 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Publisher-Intermediate</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>Changing the design and layout, applying object borders and fills, working with clip art, working with pictures and inserting word art.</p>
<p>September 20, 2011 3:00 – 4:30</p> <p>ECHO School 350 W. 154th Street South Holland, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All ECHO School Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p>September 20, 2011 4:00 – 5:00 ET</p> <p>www.cec.sped.org/webinars</p>	<p>Autism Spectrum Disorders Part II: Understanding and Comparing Research-Based Practices</p> <p><i>Target Audience: ABLE Staff Members</i></p>	<p>This two-part webinar series will provide practitioners who work with students with autism spectrum disorders at all age levels with in-depth practical, descriptive, and comparative information on several of the most popular research-based interventions and approaches.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p>September 27, 2011 3:30 – 5:00</p> <p>ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All DHH Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p>September 27, 2011 3:30 – 5:00</p> <p>ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All Communication Development Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p>September 27, 2011 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Publisher-Advanced</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>Exploring publication types, working with flyers, creating greeting cards, working with newsletters, creating post cards and creating a brochure.</p>
<p>September 29, 2011 9:00 – 3:00</p> <p>South Holland Community Center 501 E. 170th Street South Holland, IL 60473</p>	<p>Deconstructing the Common Core Standards</p> <p><i>Target Audience: School Teams</i></p>	<p>This workshop will help participants expand their understanding of the newly adopted Common Core State Standards. A clear focus on the paradigm shift from the Illinois State Standards to Common Core, how teachers need to use Common Core Standards to align levels of rigor to instruction, how to identify the skills necessary to align the standards to assessments, and the role of grading and reporting will be provided.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">October 4, 2011 2:30 – 4:00</p> <p style="text-align: center;">ECHO School 350 W. 154th Street South Holland, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All PHI/VI Staff Target Audience:</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p style="text-align: center;">October 7, 2011 9:30 – 10:30</p> <p style="text-align: center;">ECHO School 350 W. 154th Street South Holland, IL 60473</p>	<p>EasyIEP/Writing SMART Goals</p> <p><i>Target Audience: Certified Staff at ECHO School including Teachers, Speech Pathologists, Social Workers, OT's and PT's</i></p>	<p>This workshop is intended to target certified and licensed employees in the field of special education. Certified staff will be instructed on writing SMART goals. Staff will learn the components of writing specific, measurable, attainable, realistic, and time specific goals and objectives. Easy IEP software use will be reviewed as well as the steps needed to complete the evaluation and IEP process.</p>
<p style="text-align: center;">October 11, 2011 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street</p>	<p>Word – Introductory</p> <p><i>Target Audience: Staff</i></p>	<p>How to start word, the word window, typing in a document, select font. Correcting errors, using undo and redo, saving a document, exiting word. Opening a saved document, move the insertion point, preview an open document, printing (landscape and portrait), correcting spelling and grammar. Using the Thesaurus, aligning text horizontally, aligning a document vertically. Format a Business letter, insert the date and time in a business letter, change case in a document and shrink to fit.</p>
<p style="text-align: center;">October 13, 2011 8:00 – 9:30</p> <p style="text-align: center;">AFL Media Center 306 East 144th Street Dolton, IL 60419</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All AFL Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">October 18, 2011 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Word – Intermediate</p> <p><i>Target Audience: Staff</i></p>	<p>Select Fonts (Advanced), apply font, apply underlines, create envelopes, create labels, insert and edit text, use overtype mode, save a document with a new name, use cut and paste. Formatting a paragraph, apply font and text effect, highlight text, bulleted lists, numbered lists, sort, line spacing and paragraph spacing.</p>
<p style="text-align: center;">October 18, 2011 2:30 – 4:00</p> <p>PACE Elementary 14419 Atlantic Ave. Riverdale, IL 60473</p>	<p>Collaborative Learning Training (webinar)</p> <p><i>Target Audience: All PACE Staff</i></p>	<p>This hands on training will focus on the alignment of skills to assessment, running reports from instructional elements, appropriate selection of assessment types aligned with instructional skills and the importance of identifying concepts and elements taught through daily lessons so that gaps and overlaps in curriculum can be revealed.</p>
<p style="text-align: center;">October 19, 2011 9:30 – 12:00</p> <p>ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>DCR Training</p> <p><i>Target Audience: ECHO Secretaries & Administrators</i></p>	<p>This training centers on exposing participants to the ins and outs of the treasurer’s systems. Workshop participants will come away with a clear understanding of how to use DCR for tracking attendance, monitoring expenditures and enhance judiciary responsibility.</p>
<p style="text-align: center;">October 25, 2011 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Word - Advanced</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>Create a Table, enter Data in a table, format a table, tables and borders toolbar, calculations in a table, number formats, cell borders and shading, sending a Word Document as email, attaché word document to an email message, receiving a word document in email. Internet Basics (as they apply to Word), create a Web Page, applying a background and preview a Web Page.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">October 26, 2011 1:30 –3:00</p> <p style="text-align: center;">ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>Principal Evaluations Training with Joe Matula, GSU</p> <p><i>Target Audience: ECHO Administrators</i></p>	<p>Participants will emerge with an understanding of PERA and the challenges associated with its implementation. Guidelines currently established will be examined and discussed.</p>
<p style="text-align: center;">October 27, 2011 9:00 – 12:00</p> <p style="text-align: center;">ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>“ETHICS”</p> <p><i>Target Audience: Administrators and Teachers</i></p>	<p>In light of societal changes a study of ethics has been mandated for Illinois educators. This workshop will afford participants the opportunity to examine ethics through the lens of four ethical paradigms: care, critique, justice and profession. Participants will explore options for solving complex real-life ethical dilemmas faced daily in the school environment.</p>
<p style="text-align: center;">November 1, 2011 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Outlook</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>This version of Outlook includes new capabilities designed to help you access, prioritize, and act on communications and information so that you may use your time more efficiently and more easily manage the ever-increasing flow of incoming e-mail.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p>November 4, 2011 9:00 – 3:30</p> <p>ECHO Gymnasium 350 W. 154th Street South Holland, IL 60473</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p>November 9, 2011 1:00 – 3:00</p> <p>ECHO Gymnasium 350 W. 154th Street South Holland, IL 60473</p>	<p>MENTA –Physical Restraint Training</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>All Training will be provided by MENTA. Effective continuum of responses to disruptive student behavior will be examined. Participants will be trained in strategies to prevent a crisis situation to successfully intervene in a crisis situation, to safely use physical management techniques to resolve a crisis to properly document incidents and to gather and analyze data to determine student progress toward programmatic goals.</p>
<p>November 17, 2011 1:00 – 3:00</p> <p>South Holland Community Center 501 E. 170th Street South Holland, IL 60473</p>	<p>Vision and Hearing Screening Workshop</p> <p><i>Target Audience: District Nurses and District Special Ed Representatives</i></p>	<p>This workshop will help participants understand the process of completing an educational vision and hearing referral. We will discuss who should be referred and the correct process for referrals. We will answer questions such as: When the screening is completed and if he student has failed, what is the next step? How does that process work and what paperwork needs to be complete? Who will assist the district nurses if needed? Staff from ECHO Vision and Hearing will assist in answering all of those questions in order to ensure that all students are appropriately identified and referred if necessary.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">January 24, 2012 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>PowerPoint - Introductory</p> <p style="text-align: center;"><i>Target Audience: ECHO Staff</i></p>	<p>Starting PowerPoint, apply a slide layout, the PowerPoint screen, use slide design, add slides to a presentation, save a presentation, open an existing presentation, slide views, move from slide to slide. Spell check, print a presentation, use undo, move, copy, duplicate, and delete slide, slide sorter view, outline pane, summary slide, select text, align text, change the appearance of text, change case, change slide color scheme and change slide background.</p>
<p style="text-align: center;">January 31, 2012 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>PowerPoint - Intermediate</p> <p style="text-align: center;"><i>Target Audience: ECHO Staff</i></p>	<p>Use slide and title masters, slide master view, insert slide numbers, date and time, footer text, format bullets, floating toolbars, draw graphic objects, auto shapes, create a chart, create a table and create an organizational chart.</p>
<p style="text-align: center;">February 7, 2012 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>PowerPoint - Advanced</p> <p style="text-align: center;"><i>Target Audience: ECHO Staff</i></p>	<p>Show a Presentation, add transitions, advance slides, animate text and objects, custom animation, add music, add a movie, create notes pages and handouts and downloading PowerPoint Presentations from the internet.</p>
<p style="text-align: center;">February 21, 2012 3:30-5:00</p> <p style="text-align: center;">Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Excel - Introductory</p> <p style="text-align: center;"><i>Target Audience: ECHO Staff</i></p>	<p>Starting Excel, the excel window, excel menu and toolbars. Explore the worksheet using the mouse and keyboard. Changing between worksheets, exiting and saving a workbook, creating a New (Blank) workbook. Enter labels, making corrections, undo and redo, arrange workbooks. Spell check, numeric labels and values, enter dates, create a series, change column width and entering formulas (Basic).</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p>February 23, 2012 12:00 – 3:00</p> <p>ECHO Boardroom 350 W. 154th Street South Holland, IL 60473</p>	<p>IPAD Training</p> <p><i>Target Audience: SLP's, OT's and PT's</i></p>	<p>This workshop has been designed to assist therapists' with the use of iPads in the classroom. Information will include work with apps and management, but most of the focus will be on ways of utilizing this technology with students. The presenter will be Carol Biondo from Southwest Infinitec.</p> <p style="text-align: center;"><u>MUST BRING YOUR OWN IPAD</u></p>
<p>February 28, 2012 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Excel - Intermediate</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>Entering more advanced formulas, using ranges, format data, fonts and font sizes. Number formats, percent format, comma format, currency, add color to cells, preview and print a worksheet and inserting and deleting columns and rows.</p>
<p>March 6, 2012 3:30-5:00</p> <p>Academy for Learning 306 East 144th Street Dolton, IL 60419</p>	<p>Excel - Advanced</p> <p><i>Target Audience: ECHO Staff</i></p>	<p>Chart Basics, select chart data, chart elements, create charts, change chart types, select a chart. Resize, copy, move or delete a chart, use the chart toolbar, enhance chart background, print a chart and link a chart.</p>

ECHO Training Descriptions 2011-2012

Date, Time & Place	Title	Description
<p style="text-align: center;">March 22, 2012 8:30 – 3:30</p> <p style="text-align: center;"><i>Sign in at 8:00 a.m. Workshop to start at 8:30 a.m. sharp</i></p> <p style="text-align: center;">South Holland Community Center 501 E. 170th Street South Holland, IL 60473</p>	<p>“Dosing in Pediatric Therapy: An Evidence Based Approach to Best Practice Patterns”</p> <p style="text-align: center;"><i>Target Audience: PT's, OT's and SLP's</i></p>	<p>The course will provide salient information on what factors should be considered when exploring the therapeutic needs of school age children in the areas of Physical, Occupational, and Speech therapy. The learner objectives are as follows.</p> <p>The participant will:</p> <ol style="list-style-type: none">1. Understand the use of assessment tools that correlate with long term predictability of functional outcomes, across disciplines2. Apply evidence to the development of relevant school based therapeutic goals3. Identify evidence regarding the classifications of tone, significance of powered mobility and cognitive function, and treatment strategies for scoliosis