



ABOUT OTAN TRAINING: Face-to-Face Workshops

- [Online workshops](#)
- **Face-to-Face workshops**
- [Workshop materials](#)
- [Training Videos \(script\)](#)

Currently we are offering the following workshops.

Be sure to [review](#) the workshop requirements. [More!](#)

Workshop title	Format
Click on the name to view the workshop description and upcoming dates.	
Advanced PowerPoint 2010 for Adult Education	Workshops
Advanced PowerPoint 2013 for Adult Education	Workshops
Beginning PowerPoint 2010 for Adult Education	Workshops
Beginning PowerPoint 2013 for Adult Education	Workshops
Catch 'em & Keep 'em - Strategies and Tools to Identify and Develop Independent Learning Skills	Workshops
Chromebooks for Adult Education	Workshops
Creating Web Pages with Weebly - Part 1	Workshops
Creating Web Pages with Weebly - Part 2	Workshops
Custom Google	Workshops
Customizing Your Moodle Course	Workshops
Digital Badges in Adult Education	Workshops
E-L Civics: Digital Literacy & Internet Safety	Workshops
Google Classroom for Adult Education	Workshops
Google Sites	Workshops
Google Tools and Drive I	Workshops
Google Tools and Drive II	Workshops
Interactive Whiteboards - Creating Student Activities	Workshops
Internet Resources for Adult Ed Teachers	Workshops
iPads in Adult Education	Workshops
Mobile Devices in Adult Education Part 1	Workshops
Mobile Devices in Adult Education Part 2	Workshops
Mobile Devices: Formative Assessment	Workshops
Moodle - Create a Course Web Site	Workshops
Office 365 for Adult Education	Workshops
Open Education Resources and Adult Education	Workshops
OTAN Advisory Committee Meeting	Meetings
OTAN at Professional Development Day for Your School	Workshops
Privacy - Protect, Preserve, and You	Workshops
Social Media for Adult Education	Workshops
Teaching Vocabulary with Technology	Workshops
Training of Trainers (ToT)	Meetings

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Training Web site](#). 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 9.0 or later or another current Internet browser and Adobe Acrobat Reader 9.0 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 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.