

**Meeting of State Commission Executive Directors  
April 5-6 , 2005  
Washington DC.**

**Session Planning and Design Worksheet**

**Session Lead and contact information:**

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<b>Session Title,</b>	Report of the AmeriCorps T/TA Planning Working Group and Discussion of T/TA Priorities
<b>Date and Time:</b>	Tuesday, April 5 <sup>th</sup> , 2:15-4:00 pm

**Session Objective(s):** *What is the overall purpose of the session? What knowledge/skills/attitudes is the session designed to achieve?*

**Purpose:** To educate EDs about the role and purpose of the TTA Planning Working Group and how we can all better collaborate to identify and address TTA priorities

**Objectives:** By the end of this session, EDs will:

- know the purpose of the TTA Planning Working Group, the membership of the group, and how EDs can continue to be a part of collaborating on TTA priorities;
- know the available resources, learnings, and assumptions that have shaped AmeriCorps T/TA strategies in the past and have an opportunity to challenge the learnings and assumptions;
- weigh in on the big questions/challenges surrounding the PDAT and national TTA provider strategies;
- suggest solutions/new strategies in response to the big questions/challenges around PDAT and national providers.

**Session Outline:** *List the methods you will use to achieve the session's objectives.*

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Presenter(s)
Large Group	Welcome , purpose for the session, and overview of the agenda	5	Eileen Cackowski, ED/KY
Speaker	Overview of the purpose of the TTA Planning Working Group, the membership of the Group, what has happened to date, how today's session is contributing to the work of the group, and how EDs can stay connected and engaged in the work of the group	5	Eileen
Speaker	Overview of Available T/TA Resources, Statutory restrictions on the resources, learnings and assumptions behind resource allocation decisions, Q & A	15	Gretchen Van der Veer, Director Office of Leadership Development and Training
Speaker	Introduction of the 3 top TTA priority issues identified by the TTA Planning Working Group: TTA to state commissions; purpose and use of PDAT; and allocation of provider resources. Explain small group task and organize small groups	5	Gretchen
Small Group Discussions	Review the working assumptions behind the 3 priority TTA issues (handout): 1. Are these the right assumptions for each issue? If not, what should the assumptions be? 2. Given the working assumptions, what are some potential suggestions for future policy or practice? What are some potential strategies? 3. What needs further study before we can make recommendations for future policy or practice? (groups will cover all three issues)	40	Facilitator from the TTA Planning and Working Group and One OLDT staff member
Report Outs	Each group will have 5 minutes to report out the highlights of their discussion.	15	Eileen will facilitate
Large Group Discussions	Reactions and key learnings from the report outs, agenda for the T/TA Planning Working Group to take back and work through, summary of next steps	15	Gretchen
	Evaluation of the Process	5	Eileen

**Handouts, overhead transparencies, and other pre-printed materials.** *List handouts.*

- Handout on Available T/TA Resources, Learnings, and Working Assumptions (slide?)
- Slide on the three priority TTA issues to address
- Handouts on Working Assumptions behind each of the three priority issue areas and table questions
- T/TA Discussion Worksheet (for recording group ideas)

- National conference handouts

**Equipment and Supplies.**

We will have a laptop and LCD projector available for any Powerpoint needs. Flipcharts/markers will also be available.