

Overview Activities

TOTAL approximate hours of training = 10 hours 30 minutes

Warm up.	It helps, it's hard	15 minutes
Activity 1.	Our needs at work	60 minutes
Activity 2.	What is a workplace needs analysis?	30 minutes
Activity 3.	Steps to conduct a workplace needs analysis	60 minutes
Activity 4.	Needs analysis plans and tools	90 minutes
Activity 5.	Workplace needs analysis scenarios	60 minutes
Activity 6.	Workplace needs analysis findings	60 minutes
Activity 7.	Workplace needs analysis reports	30 minutes
Activity 8.	Goals and curriculum from findings	60 minutes
Activity 9.	Job task analysis	60 minutes
Activity 10.	Reading and discussion	60 minutes

TOTAL approximate TIME = 9 hours 45 minutes

Labor-Management Committee Activities

Warm-up.	Matching goals and concerns	15 min.
Activity 1.	Labor-management setting	30 min.
Activity 2.	Stakeholders' differing agendas	30 min.
Activity 3.	Stakeholders' goals and concerns	60 min.
Activity 4.	Oversight committees	60 min.
Activity 5.	Oversight committee scenarios	60 min.
Activity 6.	Student progress and program issues	60 min.
Activity 7.	Labor-management program scenarios	60 min.
Activity 8.	How unions approach workplace education	60 min.
Activity 9.	How unions approach labor-management committees	45 min.
Activity 10.	Program profiles	15 min.
Activity 11.	Reading and discussion	60 min.
Activity 12.	Telling it like it is	30 min.

TOTAL approximate hours of training = 9 hours 45 min.

Classroom and Curriculum Activities

Warm up.	Matching quote halves	15 minutes
Activity 1.	Workplace and community programs	30 minutes
Activity 2.	Our teaching philosophies and methods	30 minutes
Activity 3.	What is worker-centered and participatory education?	45 minutes
Activity 4.	Teaching approaches and methodologies	90 minutes
Activity 5.	Ways in to worker-centered curricula	30 minutes
Activity 6.	Needs analyses and program goals	60 minutes
Activity 7.	Workers' issues as curriculum	60 minutes
Activity 8.	Problem-posing codes	30 minutes
Activity 9.	Published workplace education materials	45 minutes
Activity 10.	Workplace and union documents	30 minutes
Activity 11.	Classroom scenarios	60 minutes
Activity 12.	Union and educator expectations	30 minutes
Activity 13.	Reading and discussion	60 minutes
Activity 14.	Telling it like it is	30 minutes

TOTAL approximate hours of training = 10 hours 45 minutes

Assessment and Evaluation Activities

Warm-up.	Assessment and evaluation Bingo	15 min.
Activity 1.	What do you know about assessment and evaluation?	15 min.
Activity 2.	Assessment and evaluation in workplace education	30 min.
Activity 3.	Assessment and evaluation vocabulary	45 min.
Activity 4.	Student assessment	60 min.
Activity 5.	Program evaluation	30 min.
Activity 6.	Program evaluation steps	45 min.
Activity 7.	Program goals and indicators	60 min.
Activity 8.	Program evaluation activities	60 min.
Activity 9.	Assessment and evaluation scenarios	60 min.
Activity 10.	Stakeholder expectations	60 min.
Activity 11.	Funding requirements	90 min.
Activity 12.	Reading and discussion	60 min.

TOTAL approximate hours of training =

10 hours 30 minutes