



Guide to Planning Virtual Professional Development

*Are you looking for remote professional learning opportunities
for the educators in your school or district?*

Keys to Literacy (KTL) has flexible options for teachers, coaches, administrators, and support staff including:

1. Full training for all our literacy PD programs using:
 - a. Facilitated online courses combined with live, virtual meetings with KTL trainers (using Zoom meeting),
OR
 - b. All live, virtual training delivered by KTL trainers (using Zoom meeting)
2. Customized, virtual implementation coaching sessions
3. Do-it-yourself professional learning using KTL's training textbooks, online courses, and a large collection of free articles, videos and archived webinars.

Literacy training topics:

- For K-12 teachers, specialists, administrators, paraprofessionals
- comprehension, vocabulary, writing, foundational skills (phonemic awareness, phonics, fluency)

Keys to Literacy's virtual options can be used to:

- Introduce KTL PD to educators who have never participated in KTL training
- Support and extend current or upcoming KTL PD plans
- Provide a review/refresher of instructional practices to educators who have previously participated in KTL PD

Introduction

Choose from multiple remote learning options to deepen educators' understanding of evidence-based instructional practices to improve student reading and writing skills.

All of our online professional learning opportunities provide the same high-quality that schools and districts have come to expect from Keys to Literacy. Our instructional practices are aligned to state literacy standards and are practical, drawing from our vast literacy professional development experience.



Option 1: full training for all Keys to Literacy PD programs

Virtual Live Training

A series of live, virtual presentations and meetings by a KTL trainer replaces onsite, face-to-face training days. The sessions can be scheduled across full- or half-days, or spread out over multiple days based on your school's needs. Using Zoom Meeting, the trainer combines PowerPoint presentation, video demonstration, training activities, and opportunities for participants to work collaboratively using Zoom breakout rooms. KTL training books are included.

Available for these KTL PD topics: *Keys to Beginning Reading, The Key Comprehension Routine (Grades 4-12 AND Grades K-3), The Key Vocabulary Routine, Keys to Early Writing, Keys to Content Writing, Keys to Close Reading, The ANSWER Writing Routine, Understanding Dyslexia.*

Facilitated Online Courses

KTL online courses are organized into modules that include interactive activities, readings, and video clips that enable educators to master the content and instructional practices from KTL PD programs. Each course is combined with live, virtual training by a KTL trainer. Teachers complete the online modules at their own convenience – they may log in at any time to work through the modules at their own pace. The live meetings are scheduled on set dates at intervals after every 1 or two modules. KTL training books are included.

Available for these KTL PD topics: *Keys to Beginning Reading, The Key Comprehension Routine (Grades 4-12 AND Grades K-3), The Key Vocabulary Routine, Keys to Early Writing, Keys to Content Writing.*

Contact us to develop a customized plan with dates and a schedule that meets your needs!

Option 2: customized, virtual implementation coaching

KTL trainers can turn a virtual PLC, department, or team meeting into a virtual collaborative community!

Using Zoom Meeting, KTL trainers can provide a customized virtual professional development plan to meet your school or district's needs and budget. Consider the following examples:

- Small-group sharing meetings, lesson planning sessions, or lesson observation and debrief with KTL trained teachers to support the implementation of KTL instructional practices.

- Virtual meetings with administrators and building-based coaches using collaborative documents to create action steps to support current KTL PD plans and develop literacy PD plans for next school year
- “Literacy Leadership” workshops for administrators on topics such as developing a school/district literacy plan, understanding beginning reading/writing instruction, supporting 5-12 content literacy instruction

Option 3: do-it-yourself professional learning

This option is perfect for individual educators or whole teams. Use KTL’s training textbooks, online courses, and large collection of free articles, videos and archived webinars to create a customized plan.

Examples of options:

Asynchronous Online Courses: Individuals can register for any KTL course and complete it in their own time-frame. Learn about our online courses: <https://keystoliteracy.com/delivery/online-pd/>

Book Study: Individuals or groups can learn KTL instructional practices by using our free book study guides as they read our training books. Order our books: <https://keystoliteracy.com/store/>

Free Videos, Archived Webinars, Articles: Individuals or groups can use our wide collection of free PD materials to create customized professional learning plans. Access these materials: <https://keystoliteracy.com/free-resources/>

Please contact Keys to Literacy to discuss your options!

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