

# FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



March 16, 2011

## MEMORANDUM

**TO:** Adult Education Directors (district and college)

**FROM:** Loretta Costin 

**SUBJECT:** *Learning to Achieve Institute* on Learning Disabilities

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A Train-the-Trainer Institute, *Learning to Achieve*, will be conducted on June 13-17 to help adult education teachers and others to understand learning disabilities in adults, including the neurobiological processes of learning, explicit instruction techniques, and how to actively support adults with learning disabilities in educational and workplace settings. It is targeted to professional developers and teacher mentors/leaders. It offers numerous opportunities to deliver *Learning to Achieve* content materials with feedback to build or reinforce trainer delivery skills. The Train-the-Trainer Institute prepares participants to share what they have learned with teachers back at their agency or in state trainings.

The Literacy Information and Communication System (LINCS) Regional Resource Centers will pay for participants' travel costs, including hotel and per diem, per federal guidelines. This is an intense course requiring full attendance for five days, preparation time in the evenings, daily presentations by each participant on *Learning to Achieve* materials covered the previous day, and preparation before the training (three online modules). Each of the three online modules should not take more than 1½ to 2 hours to complete. For additional details, please refer to the attached Train-the-Trainer Institute Participant Requirements for the Institute and the *Learning to Achieve* Trainer certificate.

We have a limited number of Florida slots for this training. Adult Education deans and directors are asked to look over the attached materials and nominate those teachers or trainers in your

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district or college to participate in this Train-the-Trainer Institute. The location has not been determined but will be held in Tampa or Orlando.

Please return the attached Participant Application and Agreement Form no later than March 30; and we will notify you within two weeks if the applicant has been accepted.

If you have any questions concerning this institute, please contact Zelda Rogers at 850-245-9906 or [Zelda.Rogers@fldoe.org](mailto:Zelda.Rogers@fldoe.org), or contact Ila Waite-Burns at 850-245-9066 or [Ila.Waite-Burns@fldoe.org](mailto:Ila.Waite-Burns@fldoe.org).

Thank you.

LC/ZRI

Attachments: Participant Application and Agreement Form, Tentative Agenda, and *LINCS Learning-to-Achieve*: Training Information