

Department Improvement Goal

Department: Staff Development

Date: August, 2007

Department Goal(s): Utilization of technology.

Describe activities that your department will complete this year to accomplish your goal.

By November:

Angel:

Attend 2 days of overview training.

What is Angel?

What are the basic features and how do you use them?

How do you manage a course?

SMART Board

Attend overview session by the vendor.

Download software and learn how to connect with the Board.

Begin practicing how to "touch" the Board and move through screens.

iWorks:

Install program on our computers.

Start to become familiar with the software.

How do I create a document using Pages?

How is Keynote similar/different than power point?

By February:

Angel:

Attend Advanced Angel training.

How can it be used in staff development?

What additional support/training do we need?

SMART Board:

Utilize the Board in one meeting or training.

Become more familiar with the advanced features of the Board.

iWorks:

Create one document or presentation using either Pages or Keynote.

By May:

Attend NETA conference to increase our knowledge and also identify potential presenters for summer and school year training.

Continue to integrate technology into training.