

**The HighScope
Training of Trainers (TOT) Program
*A Prospectus***

Purpose and Participants

The Combined Course is designed to provide participants with extensive training in the HighScope Curriculum and the skills to train others to implement the educational approach. The three-week program is especially suited for staff holding full-time professional-support positions, such as education coordinators, center directors, and curriculum specialists.

Outcomes and Benefits

- **Those successfully completing the course earn certification as HighScope trainers with an endorsement in the HighScope preschool educational approach and become members of the HighScope International Registry.** To be certified as HighScope trainers, candidates must demonstrate the curriculum knowledge and training skills gained in the three courses included in the TOT. The criterion level for trainer certification is defined as at least 80%, or a grade-point average of 3.0 or above, in each of the three courses.
- **HighScope certified trainers are qualified to provide ongoing training and supervision to teachers and caregivers** in the implementation of the HighScope Curriculum, prepare and recommend teachers for certification, work effectively with agency administrators to secure support for program operations, and assess the fidelity of curriculum implementation and its enhancement of children=s development.

Key Features

- **Ongoing participation.** Candidates are actively involved in *group work* during the training weeks. They learn to train teachers and caregivers using the *HighScope adult education training model*, which emphasizes practice and demonstration.
- **Training assignments.** Candidates complete reading and writing tasks designed to help them learn and practice the central components of the curriculum and training methods. In the weeks between workshop sessions, candidates return to their own agencies to apply what they are learning. Participants engage in the in-depth study of relevant course materials, establish a training classroom, do practice teaching, conduct workshops for teachers and caregivers at their home site, observe in classrooms and provide feedback to staff, meet with agency administrators to inform them of their progress, and keep a training journal to document and reflect on their activities.

Roles and Responsibilities of Participants

- The course has been most effective with those whose titles and job responsibilities at program entry are curriculum supervisor, education coordinator, building administrator, or program director. They are chosen by their agencies because of their staff-training responsibilities.
- Participants are expected to attend all training sessions and complete all assignments.
- The HighScope consultant provides participants with extensive feedback on the training activities and assignments they complete during the project.
- The HighScope consultant evaluates participants- peer workshop presentations and visits their home sites to observe participants- skills in conducting feedback and observation with agency staff and establishing a HighScope training classroom.
- To realize the benefits of sponsoring candidates in the TOT, agencies should make a commitment to using the training skills of those who become certified HighScope trainers.

Feedback and Evaluation Procedures

The HighScope consultant provides participants with extensive feedback on the training activities and assignments they complete during the project. Consultants evaluate participants- peer workshop presentations and visit their home sites to observe participants- skills in conducting feedback and observation with agency staff and establishing a HighScope training classroom.

Participants in the Combined Course are evaluated on both their mastery of the curriculum topics and the *training topics* covered in the program. Below are the curriculum and training areas in which they are evaluated and the percentage that each area contributes to the total grade.

Training Evaluation (Total = 100 points)

- **Peer Workshop (40%).** Candidates work in teams to present a 22-hour workshop to the whole group near the end of the program. Topics for

the workshops are developed by the team. The consultant approves the workshop agendas in advance. Following the presentation, the consultant and candidates cooperatively grade the workshop using the HighScope Peer Workshop Evaluation.

- **Observation/Feedback (40%).** During the site visit to administer the HighScope PQA in the training classroom, the consultant also evaluates the candidate conducting an observation and giving feedback to the cooperating teacher. The consultant records the candidate's feedback to the teacher on the HighScope Narrative Notes Form. The consultant and candidate then cooperatively evaluate the feedback process using the HighScope Observation/Feedback Checklist.
- **Trainer Reports (20%).** During the time between sessions, participants are expected to spend one day each week working with the cooperating teacher in the training classroom & modeling teaching techniques, observing, giving feedback, and presenting workshops. *The candidates record in detail their ongoing involvement in the training classroom. These records, consisting of observation/feedback notes and workshop agendas, constitute the trainer reports.* The consultant reviews them throughout the program and provides feedback to the candidate. The candidate turns in all the records during the last week of the program and they are graded by the consultant based on established criteria for completeness and appropriateness.

Trainer Certification:

To be certified as HighScope trainers, candidates must demonstrate the curriculum knowledge and the training skills gained in the seven-week combined courses. The criterion level for trainer certification is defined as at least 80%, or a grade-point average of 3.0 or above, in all of the courses.

Course TR515: Developing and Presenting Workshops

- Principles of adult learning
- Dynamics of planning and presenting workshops for adults
- Developing training strategies
- Fundamentals of the change process

Course TR516: Observation/Feedback

- Understanding the observation/feedback process
- Principles and practices of writing curriculum-focused notes
- Dynamics of engaging in reciprocal feedback dialog

Course TR517: Peer Presentations

- Demonstration of learning: Presenting 2- 1/2-hour peer workshop with consultant guidance