



SMART amp
**Implementation
and Training
Toolkit**



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SMART amp™ Implementation and Training Toolkit

Overview

In order to help you effectively implement SMART amp into your classroom, school or district, and highlight how it can have a positive measurable impact on student learning outcomes, SMART has established a succinct Implementation and Training Toolkit. It is based on the 5-step ADDIE model¹ because it provides a clear, structured process for building a comprehensive and customizable implementation and training program that will assist you in delivering consistent, high-quality workshops on SMART amp.



SMART's Implementation and Training Toolkit has been divided into six sections. The first five sections cover the necessary steps to create an effective SMART amp workshop. The last section, entitled "Workshop Resources", contains examples of templates you are invited to use for your upcoming SMART amp implementations and trainings.

¹ See Molenda (2003) for additional insight into the ADDIE Model

Step 1 – Analyze: Perform a Needs Assessment

In this section you will learn how to:

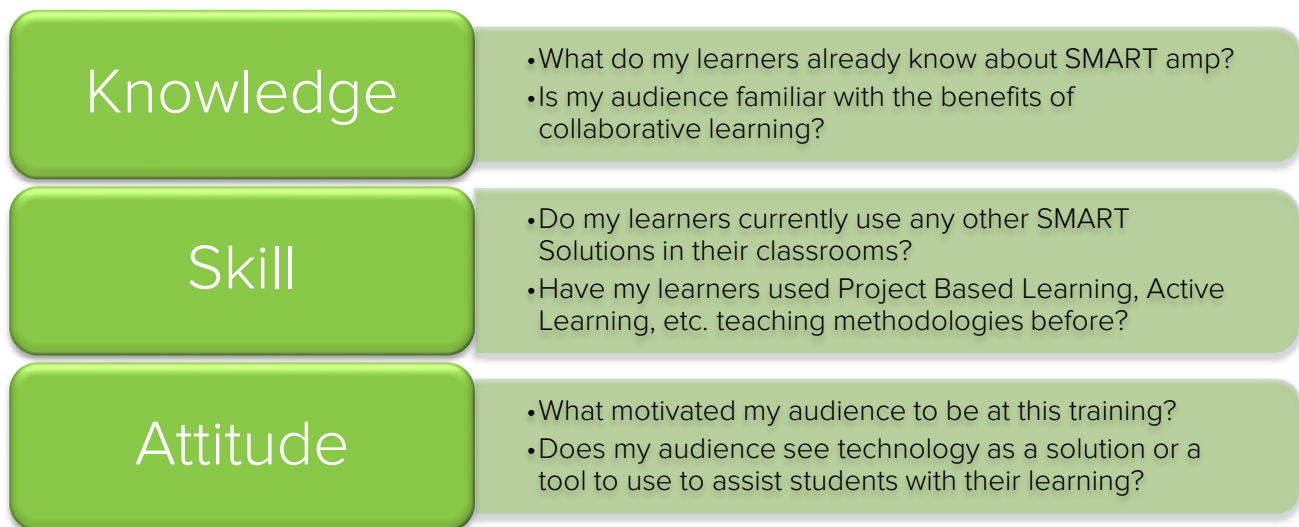
- Tailor your workshop to showcase how SMART amp can have a positive measurable impact on classroom, school, or district student learning outcomes

Overview

The analysis phase of the ADDIE Model provides the foundation for your implementation and training process. The instructional goals that you identify in your needs assessment will help you determine the purpose of your workshop – and directly address the overall analysis of your professional development opportunity². The outcomes you determine here will provide you with the building blocks for all of your subsequent design and development activities.

Perform an Analysis

Take a moment to consider this statement, “Analysis is the study WE do in order to know what TO do!”³ In other words, implementation and training workshops should always be developed to improve your participants’ knowledge, skill and attitude.



² For more information on analysis phase see Clark (2015)

³ Excerpted from Rossett & Sheldon (2001)

Step 2 – Design: Identify Goals, Objectives & Activities

In this section you will learn how to:

- Identify your workshop goals and learning objectives
- Develop instructional activities for your workshop

Overview

Now that you have performed a thorough assessment of your professional development opportunity, you can identify your workshop goal(s), learning objectives, and activities. For adults need to know *why* they are learning something, and effective teachers need to *explain* their reasons for teaching specific skills – especially since adults learn by *doing*, and effective instruction focuses on *tasks* that adults can perform, rather than on memorization of content. Additionally, as adults are *problem-solvers* and learn best when the subject is of *immediate* use, effective instruction involves the learner in solving real-life problems⁴.

Define Your Workshop Goal

Now that you have completed your analysis, you should be able to set clear and achievable implementation and training goals. For example, “The goal of my upcoming implementation and training workshop is to empower my participants to experience how SMART amp can make a positive difference in their students’ learning engagement.”

Identify & Create Learning Objectives

Since adult learners are task centered, learning should be based on measurable task centered learning objectives. Consider using the ABCD framework to create adult-centered objectives⁵:

- **A**udience: Who are the participants?
- **B**ehavior: What should they be able to do?
- **C**ondition: Under what conditions do you want them to be able to do it?
- **D**egree: What degree of mastery should they achieve?

Develop Instructional Activities

Instructional activities are the experiences you design for your learners. To involve adults in their own learning, and adhere to adult learning principles⁶, be sure to introduce interactivity wherever possible into your instruction. For example, when training tasks and skills, ensure they will have opportunities to actively perform those tasks and skills within your workshop. Lastly, you can use the experience of your adult learners⁷ to bring in case studies, brainstorming exercises, or facilitated scenarios.

⁴ Adapted from US Department of Education (2011)

⁵ Framework adapted from Smaldino, Lowther, & Russell (2008)

⁶ For more information on adult learners see Knowles (2005)

⁷ For more information on adult learners and learning outcomes see Mager (1997)

Step 3 – Develop: Create Your Workshop Materials

In this section you will:

- Draft your agenda
- Prepare the print materials for your workshop
- Prepare the electronic materials for your workshop

Overview

Now that you have formulated the instructional goals, learning objectives and activities for your workshop, it's time to put together your agenda. In order to accomplish this, you will want to:

- List the topics you plan to cover during your workshop
- Decide how much time you want to dedicate to each section
- Provide brief descriptions of your learning objectives

Print Your Workshop Materials

Whenever possible, minimize the number of printed handouts you provide during your workshop. Refer to SMART amp's online materials such as the [You Tube SMART amp Series](#), [SMART amp Training Resources](#), or [SMART Exchange](#) instead, and provide links to these materials in your pre-workshop and post-workshop communications.

Suggested print materials for the workshop:

- Name Badges
- Sign-in Sheet
- Workshop Agenda
- Relevant Handouts

Create Your Electronic Resources

Prior to the workshop, prepare the electronic materials you will use or reference during your workshop. These might include:

- A SMART amp demo course populated with example "student" answers / contributions
- A SMART Notebook Presentation File

Helpful Tip: If you are using SMART Notebook for your presentation file, please have a backup file saved to the Cloud or a Flash drive – in case your device will not connect to your workshop's IFP,

Step 4 – Implement: Deliver Your Training

In this section you will:

- Learn how to utilize effective presentation skills

Overview

Presenting in a clear and succinct manner will help you present your workshop’s instructional goals, objectives, and activities effectively. It will also help your participants walk away with a solid understanding of how SMART amp can make a positive difference in their students’ learning engagement – regardless if they are excited to be there, nervous about integrating a new technology into their classroom, or reluctant learners.

Use Effective Presentation Skills

For some people, the thought of giving a presentation is frightening. In order to overcome stress about speaking in front of an audience, please keep in mind the below tips from successful presenters⁸.

- Start and end your workshop on time.
- Ensure that your audience will benefit from what you say.
- Make your presentation interesting, entertaining, and inspiring.
- Provide your audience with something they can apply straight away.
- Check that your presentation materials accentuate your talking points.
- Repeat your learning goals and objectives throughout your presentation.
- Confirm you understand your audience’s questions before answering them.
- Practice your workshop presentation until it feels natural – like having a conversation.

Helpful Tips: Take time to tell your audience why SMART amp was built. Walk them through at least one of our case studies surrounding the effectiveness of collaboration in the classroom. Allow your audience to hear what other SMART amp teachers and students are saying about SMART amp. I.e.: How it’s made a difference in their teaching and learning.

⁸ Excerpted and adapted from Haden (2014)

Step 5 – Evaluate: Measure the Effectiveness of Your Workshop

In this section you will:

- Learn different methods you can use to evaluate your workshop and learners
- Develop your evaluation surveys

Overview

Evaluation is a critical component of any workshop. Being able to evaluate a workshop allows you to understand both successes and areas that need improvement. SMART currently uses the below two types of evaluation.

- **Learner Evaluation:** How successful the learner is as a result of participating in your training workshop.
- **Summative Evaluation:** How effective your workshop was in meeting predetermined goals and objectives.

Learner Evaluation

The goal of a *Learner Evaluation* is to determine if a learner has achieved a high level of performance as a result of your training workshop. For example:

- Did you see a change in your participants' knowledge, skill, or attitude regarding SMART amp?

Summative Evaluation

Summative Evaluations usually take place after a workshop. Their main goal is to determine the effectiveness of your workshop. In order to create a summative assessment, we suggest using Kirkpatrick's *Four Levels of Evaluation* model⁹. For example:

- **Level 1: Reactions:** *Did your learners enjoy your workshop?*
- **Level 2: Learning:** *Did your learner's skills, knowledge, or attitudes change as a result of your workshop?*
- **Level 3: Transfer:** *Will your learners be able use their newly acquired skills and knowledge in their classrooms?*
- **Level 4: Results:** *Has your workshop resulted in an increased usage of SMART amp in the school / district?*

⁹ See Kirkpatrick (1994) for further information on evaluating training programs



Workshop Resources

In this section you will:

- Use sample SMART amp templates
- Review sample workshop personalities
- Explore our references

Overview

This is your “one-stop-shop” for templates you’d need to plan an effective and engaging SMART amp workshop. Feel free to edit them to suit your workshop needs.

| Description | Page |
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Workshop Analysis Template

| KNOWLEDGE ANALYSIS | ANSWERS |
|--|---------|
| <ul style="list-style-type: none"> • What do your workshop participants know about SMART amp? • How knowledgeable are your participants with collaborative learning styles and incorporating them into their classroom? • Would it be beneficial to group your participants based on subject area or grade level? | |
| SKILL ANALYSIS | |
| <ul style="list-style-type: none"> • What tasks do your workshop participants need to be able to accomplish in SMART amp? • What types of instructional technology are your participants already effectively using in their classrooms? • How adept are your participants using devices such as: Computers, Tablets, Response Tools, Message Boards, etc. | |
| ATTITUDE ANALYSIS | |
| <ul style="list-style-type: none"> • How do your participants feel about incorporating new instructional technologies into their classrooms? • What are your participants' opinions about using devices in the classroom? • What do your participants value most about professional development opportunities? | |

Workshop Goals, Objectives & Activities Template

Workshop title: _____

Date: _____ Time: _____

| Instructional Goals | Learning Objectives | Activities |
|---------------------|---|---|
| | <ul style="list-style-type: none"> • • • | <ul style="list-style-type: none"> • • • |
| | <ul style="list-style-type: none"> • • • | <ul style="list-style-type: none"> • • • |

Helpful Tip: As you are developing the learning objectives and activities for your workshop, please take a moment to consider how well you want your participants to be able to take what they’ve learned in your workshop and apply it to their use of SMART amp. One way to approach this, is to use Bloom’s Taxonomy, and ensure that your workshop objectives will move from basic skills – like remembering, understanding – to higher order skills – like analyzing, evaluation, and creating¹⁰.

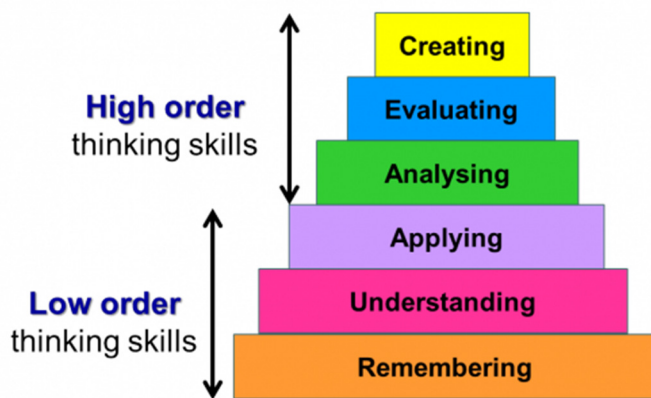


Photo credit / source: ateneu.xtec.cat

¹⁰ See Anderson & Krathwohl (2001) for more information on Bloom’s Taxonomy

Workshop Agenda Template

[Insert Agenda Title Here]

[Overview]

[Insert a brief overview of your training session here. Be sure to include your instructional goal(s).]

[Insert Topic 1 Title Here]

[Insert time here]

[Insert learning objective and description here]

[Insert Topic 2 Title Here]

[Insert time here]

[Insert learning objective and description here]

[Insert Topic 3 Title Here]

[Insert time here]

[Insert learning objective and description here]

[Insert Topic 4 Title Here]

[Insert time here]

[Insert learning objective and description here]

[Insert Topic 5 Title Here]

[Insert time here]

[Insert learning objective and description here]



Workshop Prep-Checklist Template

Workshop title: _____

Date: _____ Time: _____

| | Task Complete |
|---|---------------|
| SMART Learning Space Coursework | |
| Complete these SMART Certified Learning Space pathways and earn your SMART amp certificates: Software Professional, Technical professional, Education Professional. (Be sure to complete the SMART amp Functional and Collaboration Trainings as well.) | |
| ADDIE Model | |
| Complete each step in the ADDIE model to prepare for your workshop. | |
| SMART amp Logistics | |
| Ask attendees to log into smartamp.com before the day of the workshop to confirm their GAFE usernames and passwords are working. | |
| Workshop Materials | |
| Prepare the electronic and print materials you will use or reference during your workshop | |
| Post-Workshop | |
| Thank your attendees for attending your workshop. In your follow-up, be sure to include links to appropriate SMART amp training resources and community sites. | |

Workshop Personalities

When delivering your workshop you may come across attendees with different personalities and reasons for being there. Here is a chart that can help you identify and prepare for three of the most common personalities you may experience at a workshop¹¹.

| Personality | Characteristics | Tips |
|---|--|--|
| Energized Trainee <i>"I think SMART amp could be really cool."</i> | <ul style="list-style-type: none"> • They are curious & motivated • They will jump ahead and explore | <ul style="list-style-type: none"> • Expose them to one or more advanced features • Incorporate them into the workshop to demonstrate, answers questions, etc. |
| Reluctant Trainee <i>"I am nervous about using a new technology."</i> | <ul style="list-style-type: none"> • They will need some convincing • They may have previously had a bad experience with other technology | <ul style="list-style-type: none"> • Provide detailed information and give clear and concise directions • Give them time to play/experience the technology |
| Required Trainee <i>"I'm here because this training is required."</i> | <ul style="list-style-type: none"> • They may have a "I'm not going to enjoy this" attitude • They have been asked to attend / participate | <ul style="list-style-type: none"> • Use real-life issues to help them see it is useful and applies to them • Illustrate with case studies and/or practical examples |

¹¹ Adapted from Seifert & Stacey (1998) and based on theory from Knowles (2005) & Mager (1997)

Workshop Sign-In Template

Workshop title: _____

Date: _____ Time: _____

| Name | School | Email Address (please print) |
|------|--------|------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

Workshop Survey Template

Dear Educators: Thank you so much for attending our SMART amp Training & Implementation Workshop! We are delighted you were able to attend. We look forward to learning how well we met your expectations, and understanding what else we could do better moving forward. Thank you so much in advance for providing your feedback. – Your SMART amp Team

Overall, how well did our workshop meet your expectations? Exceed Expectations Met Expectations Fell Short of Expectations

If we fell short, please tell us how! We want to improve our next workshop based on your feedback.

After attending our workshop, how would you rate your ability to take the information you learned, and create SMART amp workspaces for your students to collaborate in? Excellent Very Good Good Fair Poor

Which of the below sections of our workshop did you find helpful and informative? NOTE: You may select as many as you'd like! (X Section = Description. Y Section = Description. Z Section = Description.)

We want to improve our workshop based on your feedback. Is there anything we should do differently next time?

What types of additional SMART amp training would you like to receive? For example: Would you like a "deeper dive" into how you can facilitate group work, or set up a Global Collaboration activity?

Based on your workshop experience, are you: Looking forward to integrating SMART amp into your classroom? Excited to see how SMART amp will make a positive difference in your students' learning engagement?

Please provide us with your contact information. (First Name. Last Name. Email Address.)

Dear Educator: Thank you for attending our SMART amp Training & Implementation Workshop, and sharing your feedback with us... We appreciate it! – Your SMART amp Team

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