



## Planning Guide Highlights: Master Teacher Training and Workshop Development

Master Teachers should recognize the scope of NTTI, and their integral roles in the co-creation of the project. Please keep the following issues in mind as Master Teachers are developing their lesson plans and workshops.

- ◆ Master Teacher training must take place with a representative of the New York NTTI team *several months* before the Institute. The New York representative will acquaint Master Teachers with the project, train them in the NTTI Methodology and Utilization Strategies, and outline the requirements and parameters of lesson plan development.
- ◆ In NTTI methodology workshops, Master Teachers ***must*** team-teach. This team teaching should be an active back-and-forth dialogue; one half of the pair should not be relegated to the role of “presentation assistant.” Effective team teaching can only come about when Master Teachers have ample time to rehearse.
- ◆ Master Teachers should meet at least five times prior to the Institute to research, develop, and rehearse their lessons. Again, active rehearsal of workshop presentations is crucial for the success of your Institute.
- ◆ Site managers should set firm deadlines with Master Teachers, and review multiple drafts of the Master Teachers’ lesson plans. Initial drafts of each Master Teacher’s lessons must be sent to the New York NTTI office for editing and approval. Remember, fixing lesson plan problems early will save time and headaches when completing the binder or CD-Rom.
- ◆ Master Teachers are responsible for creating at least two lesson plans, and they must present at least one during the course of the Institute.
- ◆ Master Teachers’ breakout sessions should address each component of a good NTTI lesson. . . just as the written lesson plan does.
- ◆ Master Teachers should keep in mind that what they are really teaching at the Institute is the NTTI methodology and strategies for utilizing technology in the classroom, rather than the content of their lessons. Content is secondary to the practices and strategies being used.
- ◆ As a reminder, each site participating in the project must produce a minimum of twenty original lesson plans each project year, regardless of their number of Master Teachers.