

## Sample Agenda for Trainer

**Notes for the trainer:** The following is an annotated version of the participant’s agenda. Estimated times for each agenda item have been given; however the estimated time is dependent on the size of the group, prior knowledge of the subject matter, activities selected, and/or experience of the participants and the questions the participants have. The total estimated time for Module 5 training is approximately 2 hours. If you have less time available for training, modify the Module PPT, activities, and handouts as needed.

<b>Module 5 Goal</b>	To provide information to assist states in the identification of Binational migrant students as a subcategory of all migrant students in State and local Migrant Education Programs Comprehensive Needs Assessments (CNAs) and Service Delivery Plans (SDPs).
<b>Module 5 Objectives</b>	<ul style="list-style-type: none"> <li>• <b>Define</b> a Binational student using the U.S. definition</li> <li>• <b>Articulate</b> and/or <b>outline</b> a process for identifying Binational students</li> <li>• <b>Describe</b> data that can be used in the CNA process to identify Binational students’ unique needs</li> <li>• <b>Describe</b> how the CNA will inform unique services to be included in the SDP</li> <li>• <b>Access</b> promising practices and/or resources available to address the unique needs</li> <li>• <b>Understand</b> how to measure reported program services to determine effectiveness</li> </ul>

Agenda Item	Estimated Time	Equipment/Materials Needed
Welcome and Introductions	10 minutes	<ul style="list-style-type: none"> <li>• Name tags and/or table tents</li> <li>• Copies of agenda, PPT handout pages, handouts and evaluations</li> <li>• Projection screen</li> <li>• LCD projector</li> <li>• Computer</li> </ul>
Review Goal and Objectives of Training for Module 5	5 minutes	
PowerPoint Presentation: Including Binational Students in CNAs and SDPs	40 minutes	
Small Group Activity #1 and debrief (located on slides 6-7 PPT)	20 minutes	
Small Group Activity #2 and debrief (located on slides 11-12 PPT)	25 minutes	
Q&A	5 minutes	
Reflections	10 minutes	
Closing	5 minutes	

