

## APPENDIX E

THE TEXAS THREE PHASED IN-SERVICE LEADERSHIP  
WORK-SHOP ON THE ORGANISATION OF LOCAL  
AUDIO-VISUAL EDUCATION IN-SERVICE  
TRAINING PROGRAMME

## PHASE I : LOCAL PRODUCTION

## ONE WEEK

This workshop (often called 'Local Production') is designed to teach the basic skills, equipment, and techniques required in the initial design of a local area in-service training program. It will be concerned with the following skills :

- Mounting techniques
- Lay-out techniques
- Lettering techniques
- Basic planning
- Discussion of equipment, materials, and facilities required.

In this workshop the participant is exposed to the first steps required in multi-media in-service training. He begins to acquire an all-round orientation to the art of visual communication. All subsequent in-service training is based on this workshop because it deals with basic methods, and because it contains the elements required to involve and motivate teachers (since it deals, essentially, with those skills which they already feel a need for). Each participant

prepare a demonstration kit.

## PHASE 2 : PROJECTED MATERIALS

### ONE WEEK

It is in this workshop that the participant first really begins to work with projection equipment and materials. After a thorough orientation as to the capabilities and limitations of media and equipment, he is quickly involved in the planned use of commercial materials, and the production of other types of materials. Skills taught in this course include :

Use of 16 m.m. (commercially-produced films)

(Selection and planning)

Use of 8 m.m. film (both commercially and locally produced)

Use of 35 m.m. color photography (2 x 2 slides)

(Planning and filming teaching slides)

Production and use of overhead transparencies) ( to include hand-made, copy machine, and diazo, as well as the use of polarising disks and other commercial materials)

Use of 35 m.m. filmstrips (commercially-produced)

(both sound and sets)

Use of the opaque projector in production of graphic materials (as well as the overhead)

Use of the tape recorder in connection with projection equipment and materials

Demonstrations in the use of multi-media teaching techniques

Discussion of basic principles underlying the development of learning resource centres, production centers, facility design, etc.

Planning local in-service program in the area of projected materials.

### PHASE 3 : UTILIZATION AND ADMINISTRATION

#### ONE WEEK

This workshop is devoted to a study of systems and to methods of instruction. Items to be covered include the following :

- Large group instruction
- small group instruction
- Team teaching
- Ungraded classes
- Guidance programs, etc.

all of these will be investigated as to their requirements for projection and other communication equipment and materials.

"The System" Approach this involves an investigation of the various systems, such as language labs, teaching machine programs, reading programs, classroom especially designed for specific teaching purposes, etc.

An investigation of the following :

- Equipment and materials' requirements
- In-service training programs and requirements
- Facilities' requirements
- Budget requirements
- Community orientation and public relations involving new programs
- Presenting programs to Boards of Education.

A detailed analysis of methods of setting up and administering a step-by-step type of in-service training program and plans for the acquisition of space, materials, and equipment.

A review of the various types of equipment, skills, facilities, and materials required in such programs.

An analysis of various types of new equipment.

---