



# University of Pittsburgh

School of Social Work  
Child Welfare Education and Research Programs  
The Pennsylvania Child Welfare Resource Center

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Dear 315: *Basic Writing Skills* Instructors,

We have revised 315: Basic Writing Skills, referred to as 315: Remote Basic Writing Skills to be delivered remotely via Zoom. These revisions have taken place to allow provision of trainings during this time of social distancing. We will be continuously assessing the need to offer trainings remotely based on future decisions related to continued social distancing directives.

Below we have outlined the general changes we have made to this training to prepare for remote participation. Please review these revisions and do not hesitate to reach out to us with any questions or concerns.

## Instructor Guide

Location	New Language
Agenda	<ul style="list-style-type: none"> <li>• Section I: Welcome and Introductions time has been changed from 20 minutes to 25 minutes</li> <li>• Section VII: Summary and Evaluation time has been changed from 15 minutes to 10 minutes</li> </ul> <p>The timing change is to allow for more time to ensure that participants can maneuver through all the materials and functions at the start of the training.</p>
Introduction	<p>Section I has been rewritten to incorporate changes due to the remote delivery. Alternatives are noted for use with small and large groups.</p> <p>The following language has been added to assist with monitoring attendance:</p> <p><b>Do:</b> Greet participants as they join the session. Confirm with participants that they can hear you and see the shared screen. Troubleshoot any technical difficulties. Conduct a final sound and screen sharing check before proceeding.</p> <p><b>Do:</b> Take attendance, making sure to get a verbal confirmation from participants that they are present. Review the 15-minute rule. Ask participants to notify you right away if they are late joining the session after any of the breaks or if for any reason they need to leave the session today.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Instructor Note:</b> It is important to make note of attendance at the beginning of the session and after the break. At the end of the training, attendance must be submitted to CWRC using the online Workshop Attendance Form located here: <a href="http://forms.cwrc.pitt.edu/attendance/">http://forms.cwrc.pitt.edu/attendance/</a></p> </div>
Throughout module	Activities have been changed throughout this training to accommodate for use of Zoom. These changes primarily include:

	<ul style="list-style-type: none"> <li>• Individual completion of all activities</li> <li>• Alternatives for large group discussions offered for small and larger groups</li> <li>• Having participants share their responses through the chat feature or by writing them on a blank piece of paper and holding it up to the screen</li> <li>• Instructors/moderators sharing handouts, Trainer-prepared Word documents, blank word documents (as needed), and the PowerPoint Presentation on their screens</li> </ul>
Materials	<p>Most materials, typically used during in-person trainings, have been eliminated. Added are two Instructor-Prepared Word Documents:</p> <ul style="list-style-type: none"> <li>• Instructor-Prepared Word Document: What's In It For Me?</li> <li>• Instructor-Prepared Word Document: Parking Lot</li> </ul>
PowerPoint Presentation	<p>PowerPoint slides #4, #10, #15, and #18 have been modified to reflect the change to individual completion of activities.</p>
Additional support materials	<p>There have been additional support materials created for the transition from in-person to remote training to include:</p> <ul style="list-style-type: none"> <li>• Zoom Remote Training Guidance</li> </ul>
Page numbers	<p>All page numbers remain the same.</p>

During your training session, you will have a Resource Center staff member available to support as a moderator. Their role will be to support you in taking attendance, monitoring the chat feature and questions, operating breakout rooms, identifying what documents should be displayed, and acting as the technology liaison if technology issues occur.

The updated instructor guide, handouts, PowerPoint presentation, and other support documents are attached. You can find other resources to support with remote delivery of courses through accessing the Instructor Hub. Participants will be provided with a registration letter, Zoom instructions, and the handouts, except for the answer keys.

If you have any questions or concerns regarding these changes. Please contact Andrea Merovich [anm222@pitt.edu](mailto:anm222@pitt.edu).

Thank you for your continued support of the Pennsylvania Child Welfare Resource Center.

Sincerely,

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