

# DRAWER 1

## TOOLS FOR USING THE TOOLKIT

- **Introduction to Toolkit –**  
Design, Purpose, Features and Organization of Drawers/Sections
- **Toolkit PowerPoint (available online)** 
- **Table of Contents for the Toolkit**



## INTRODUCTION

### *TOP Toolkit for Professional Development*

Dear Facilitators,

The *TOP Toolkit for Professional Development* is designed to support facilitators with various tools, resources, and strategies to promote and enhance TOP Instructional Guides: *Let's Explore Modern Germany* and *Germany In Focus*.

#### **Who Will Facilitate TOP Workshops?**

Educators who:

- Plan to apply for a TOP Study Tour,
- Have participated in a TOP Study Tour,
- Have attended a TOP Workshop,
- Have reviewed either of the Instructional Guides.

The *Toolkit* is available for educators who will facilitate workshops to:

- Share information about TOP curriculum programs and resources,
- Engage participants with innovative standards-based instructional strategies,
- Inform audiences about an application process for all expenses-paid Study Tours to Germany,
- Promote other TOP professional development opportunities.

TOP encourages social studies educators to take leadership roles and become involved. We are confident that you will find the tools useful for planning and facilitating workshops with various audiences, including:

- Social Studies Educators in School Districts
- Regional Social Studies Events
- State-Wide or National Social Studies Conferences
- Other Venues for Professional Development

#### **How is the TOP Toolkit Structured?**

The *Toolkit* is framed around **Drawers** with **Tools** that facilitators can use for planning and conducting TOP Workshops. For every TOP Workshop Agenda, there are some essential elements that need to be included. However, there is flexibility for facilitators to create and modify various strategies. Here are the **Drawers** with brief descriptions:

- **Drawer 1: Tools for Using the Toolkit** - Introductions and a *TOP Toolkit Table of Contents* with specific tools for each drawer.
- **Drawer 2: Tools for Navigating the TOP Curriculum Program** - Overviews for key elements of the program.
- **Drawer 3: Tools for Planning Professional Development Workshops** - Planning tools that encompass 'Before, During, and After Workshops'.

- **Drawer 4: Tools for Designing Agendas** - For a full description and specific contents of each drawer, please see *TOP Toolkit Table of Contents*.

### Section 1

**Agendas** - Samples Agendas, Agenda Components, and a sample Agenda Template.

**Overviews** - Overview documents to use for workshops: Please refer to *Tools for Navigating Top Curriculum Program*.

### Section 2

**Standards** - Indexes, Abbreviated and Extended Codes, and Strategies for Aligning Standards, including: National Council for Social Studies Standards, Common Core Standards for Literacy in History/Social Studies, plus other state or local standards.

### Section 3

**Short Strategies and Icebreakers** - Variety of strategies to actively engage participants during the opening or other segments of a workshop. They vary in length and may be adapted for content or procedures.

**Modified Lesson Strategies** - Samples of interactive strategies that have been adapted for workshop participants. The strategies model standards-based learning with: individual and collaborative tasks; differentiated instruction; literacy, complex thinking, and presentation skills. Each of the samples includes *Purposes*, *Directions*, and supporting resources. This is a flexible **Drawer**. It allows facilitators opportunities to choose a Lesson, explore the *Procedures* and *Instructional Resource Disc* and then design a *Modified Lesson Strategy* that matches professional interests with a particular audience. Depending on the time frame or audience for a workshop, facilitators may include more than one strategy for an agenda.

### Section 4

**TOP Study Tours**- Application Procedures, Frequently Asked Questions, Graduate Credits, Photo Collages, and links for specific information are provided.

**Reflections and Evaluations** - Various resources for Workshop Reflections and Evaluations; Facilitator Evaluations; Lesson Evaluations; and Workshop Participant's Information Forms.

- **Drawer 5: Tools for Extending Agendas** - Sample Modified Strategies for extending and enhancing workshops with *Field Trip to Berlin...A DVD and Instructional Guide* including: a Focused Viewing Jigsaw, Curriculum Applications, and Photo Analysis activities. This section also includes TOP online materials and resources.
- **Drawer 6: Tools for Enhancing Agendas** - Multi-media components including Sample PowerPoints and Video Clips for use with Sample Agendas.

Again, TOP invites you to facilitate, use, and adapt the *TOP Toolkit for Professional Development* to promote and extend *Let's Explore Modern Germany* and *Germany In Focus*.

The Drawers Are Open!

Sincerely,

Connie Manter and Jackie Littlefield

*TOP Toolkit Authorship Team*

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