

Professional Development  
Workshop Proposal  
Form

Reference ID: D13673-A0-L14806794

The School District of Janesville is committed to providing comprehensive, sustained, professional growth opportunities for all staff in an atmosphere of trust, support, and respect.

**General Info**

User **WILLIAMS, CHERYL**  
 Building **MARSHALL**  
 Department **LIBRARY MEDIA SPECIALIST**  
 Submitted **9/11/2009 12:41 pm**

**Belief Statements:**

**Professional Development Workshop Instructors will show evidence that they have the following leadership qualities:**

**Cancellation Policy**

**Instructors will be paid as follows:**

**Activity Information**

Activity Title **MS Office 2007 & Gmail**

Description Become familiar with the new layout and/or functions of MS Office 2007 & Gmail

Max Participants 27

Website for Description

**Instructor**

MLP Instructor **WILLIAMS, CHERYL**

Instructor Name (if not on list)

**Meeting Dates/Times/Locations**

# of Meetings 1

Meeting 1 Sep 16, 2009 05:45 AM - 07:45 AM  
 Location: Marshall Computer Lab 1532

**Provider**

Provider School District of Janesville

**Professional Development Hours**

Hours 2.00

**Check which 2010 Goal(s), Educator or School Improvement Goals are addressed by this plan (check all that apply):**

Select At Least One District Objective **Goal : Beyond 2010 Goals**  
 **Instructional Delivery**

**Building Goal Alignment**

Bldg Goal(s)

**Purpose(s)**

Select a Purpose(s)  **09/10 Required 12 Hrs. (6/11/09-6/30/10) (Inactive)**  
 **New Teacher PD Choice (16 hours)**

**State Standard(s)**

Select At Least One Standard  **Teacher: Teachers use a variety of instructional strategies.**  
 **Teacher: Teachers plan effective instruction.**  
 **PSS: Interact successfully with the community of people**

**Intended Audience**

Dept. Restriction(s): LEAVE BLANK FOR ALL