



## Teacher In-services

An effective way to communicate to a larger group of teachers and to present your information is through Teacher In-services. In-services give you the opportunity to display your resources, introduce yourself and develop a face-to-face contact with the school.

**Scheduling:** In-services may be at the beginning of the year, during scheduled student days off, after school, or during the summer. Check with the administration to find out what staff person does the scheduling or coordination. Having the in-service in a convenient room in the building you are targeting will be most effective.

**Promotion:** Develop a flyer with the agenda, date, time (starting and ending time), place and any "free" items you'll be giving out! If there is a staff newsletter, consider having an article in it as well as comments from your school contact (i.e. administrator, principal) to encourage attendance. If possible, put a fun reminder piece in their mailboxes the day before the in-service to remind them and to entice them into coming. If you have access their emails via the school website, an email reminder could be used as well.

**Planning the content:** The material covered in the presentation will depend on the amount of time the teachers are required to be there. After-school in-services tend to be shorter so you need to pack a lot of information into a short amount of time. Develop some handouts that you can highlight and have all the details that they can take home and read. Be aware of the time element and estimate the amount of time needed per agenda item. Some people will leave when their required time is up- plan your presentation to be finished by that point. Send them home with lots of free resources!

**Agenda:** Here are two sample agendas that you could use to plan your in-service:

### **Example One**

Welcome, Introductions and Overview of county AITC program

Wisconsin AITC Program Highlights

Commodity Promotion group representative(s)

Extension Agent presentation (Soybean Science Kit)

Time to do hands-on activities and look at resource displays

Closing and Evaluation

### **Example Two**

Welcome and Introductions

Overview of county resources and program

Viewing of clips from videos, lesson plans and website resources. Highlight any correlations to state standards.

Hands-on activity related to Essay Contest. Or product taste testing ideas that can be done in class

Closing and Evaluation