



# Webinar Registration Form

## Structuring, Marketing & Evaluating Your Learning Center To Maximize Effectiveness Wednesday, January 16 ~ 1:00-2:15pm (Eastern)

Once the live date has passed, this training will be available on demand.

### Overview

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College learning centers are vital to student's academic success and their retention. Learning Center directors and professionals can improve their leadership skills and gain practical ideas to strengthen their centers. This webinar will help you develop a plan to organize your center strategically. Participants will learn key concepts to improve their practice in four key areas:

- Structuring your center using a strategic planning framework,
- Offering various types of services, such as tutoring to improve academic success
- Staffing, training and evaluating your program
- Promoting your program

#### Objectives:

- Gain practical ideas to improve management skills
- Construct a framework for the center
- Plan the services necessary for students' academic success
- Investigate ways to budget services
- Explore staffing, training and marketing options

### Who Should Attend?

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- Administration
- Human Resources
- Online Learning
- Student Services/Affairs
- Learning Center Directors and Professionals
- Tutoring and Peer Educators Professionals
- Any educator interested in learning more about learning center management



## Structuring, Marketing & Evaluating Your Learning Center To Maximize Effectiveness

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### Speaker(s)

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**Johanna Dvorak, PhD**

*University of Wisconsin-Milwaukee (UWM)*

*“This webinar will help you develop a comprehensive plan to enhance your learning center’s effectiveness. I will draw on my research and practice directing a large learning center to help you improve students’ academic success.”*

Johanna Dvorak, PhD, is Director Emerita of a comprehensive Learning Center, Panther Academic Support Services (PASS), at the University of Wisconsin-Milwaukee (UWM). She is currently an educational consultant for her LLC, Educational Research Consulting.

Dr. Dvorak will be honored as a newly inducted Fellow of the Council of Learning Assistance and Developmental Education Associations (CLADEA) in November at the CRLA conference. She was President of the National College Learning Center Association (NCLCA) in 2004 and a recent mentor/presenter at NCLCA’s Institute for Learning Center Professionals in June 2017. She was instrumental in establishing the Wisconsin College Learning Center Association, an NCLCA affiliate, in 2016.

Her research and publications include learning center management, tutoring programs and services, and online academic support services. PASS earned the 2014 Frank L. Christ/NCLCA Outstanding Learning Center Award. PASS’s services include peer tutoring, group tutoring, Supplemental Instruction, and online/blended tutoring and resources.

Dr. Dvorak earned her PhD in Educational Administration and Information Studies from UWM, her M.Ed. at University of Texas at Austin in Curriculum & Instruction and Library Science, and her B.A. in English at Drake University.

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### Newsletter



## Registration Information .....

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

## Payment Method .....

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one)    Credit Card    Check    Purchase Order (if applicable) P.O.#: \_\_\_\_\_  
 (If you select PO as your payment method, a PO number is required.)

### Credit Card



Name on card		Account Number	
Billing Address	Billing City	Billing State	Billing Zip/Postal Code
Exp. Date	Security Code (last 3 digits on the back of Visa and MC)		

## Packages & Pricing

### Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)

\$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)

\$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



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## Login Directions .....

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

## Site Connections .....

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited site connection price.

## Recording Information .....

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

**Recording Benefits:**

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

## Technical Details .....

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

## What equipment is required? .....

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

## Cancellation Policy .....

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

## Satisfaction Guaranteed .....

We want you to be satisfied with your purchase. For questions, concerns, or problems, please email [support@ieinfo.org](mailto:support@ieinfo.org) or call 303.955.0415.