

ENGLISH 308 TERM PROJECT

Seagull Schools, Inc.

Second Step Staff Training Workshop PowerPoint
Presentation & Career Opportunities Brochure

Progress Report

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Abstract: The authors are working with Seagull Schools, Inc. to create and edit two separate documents as part of an English 308 Technical Writing term project instructed by Dr. Jim Henry at the University of Hawai'i at Mānoa. This *Progress Report* will inform the reader of the scope of the project, the completed work, and the projected work schedule.

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1. Introduction

This document describes the progress made to date on the two projects – creating a *Second Step* Staff Training Workshop PowerPoint Presentation and creating a Career Opportunities Brochure – for Seagull Schools, Inc. by Christopher Chow and Midori Hirai. This memo reviews the nature of the project and describes the completed work, the current work in progress, and the future work to be completed. This project has two major components: the PowerPoint presentation that will provide guidance and navigation during the *Second Step* staff training workshop and the Career Opportunities Brochure that will help attract the attention of possible employees to Seagull Schools, Inc. and present the organization's best image.

2. Project Description

The *Second Step* Staff Training Workshop PowerPoint Presentation serves as a guide and navigation tool for participants and presenters of Seagull Schools, Inc.'s *Second Step* Staff Training Workshop. Seagull Schools, Inc. conducted this workshop several times in the past and plans to conduct it many more times in the future because all of the teachers, assistant teachers, and teacher's aides must be trained in the *Second Step*® *Violence Prevention Curriculum*. The participants in this workshop work with children ranging from eighteen months old to five years old and do not have prior experience with the *Second Step* curriculum. *Second Step* is an important part of teaching young children because the curriculum is a violence prevention curriculum; it strives to give students the ability to develop empathy, to manage their emotions, and to use problem-solving techniques.

The Career Opportunities Brochure presents the best image of Seagull Schools, Inc. to potential employees. This brochure will be distributed at job fairs to gain the attention of the most qualified job-seekers. Prospective employees must have prior teaching experience with preschoolers and must meet the Department of Human Services (DHS) requirements

to work with children. This brochure gives potential employees a first glance at Seagull Schools, Inc., making it imperative that the brochure provides a positive representation of the organization and gives these job-seekers necessary information in a concise, clear manner.

3. Scope of the Project

The *Second Step* Staff Training Workshop PowerPoint Presentation covers the following topics:

- Social Emotional Learning and the *Second Step* Curriculum Introduction
- *Second Step* Training Goals
- Training Workshop Agenda and Guidelines
- Empathy Training
- Emotional Management Techniques
- Problem Solving Skills
- Transfer of Learning Tools

These topics are divided into 44 slides based on a tentative outline of topics produced by Jayne Arasaki, the Seagull Schools, Inc. Director of Operations with 11 video clips covering the units of the *Second Step* Curriculum.

The Career Opportunities Brochure covers the following topics:

- Introduction to Seagull Schools, Inc.
- Job descriptions of employment positions
- Description of employment benefits
- Contact information for all locations

These topics are divided into a tri-fold brochure based off the current Career Opportunities brochure with pictures of the school and the children.

4. Work Completed

The completed work timetable is listed below.

Week 1	05 March	<p><i>TEAM CHRISTOPHER AND MIDORI FORMED</i></p> <p>Group Meeting 1: Chose Seagull Schools Inc. as the organizational partner. Initiated contact with Jayne Arasaki via email. (40 minutes)</p>
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Week 2	10 March	<p>Organization Meeting 1: Met with Jayne Arasaki at the Early Education Center of Seagull Schools, 1130 Alapai Street, Honolulu. Decided on term project items:</p> <p style="padding-left: 40px;">Item 1 - <i>Second Step</i> Staff Training Workshop PowerPoint Presentation</p> <p style="padding-left: 40px;">Item 2 - Seagull Schools, Inc. <i>Career Opportunities</i> Brochure</p> <p>Obtained <i>Letter of Understanding</i>. (1 hour 30 minutes)</p>
	12 March	<p>Group Meeting 2: Drafted the <i>Project Proposal</i>. Assigned tasks to complete the proposal. (Together: 1 hour 20 minutes, Chris: 2 hours 30 minutes, Midori: 2 hours 30 minutes)</p>
Week 3	17 March	<p style="text-align: center;">SUBMITTED PROJECT PROPOSAL</p> <p>In-Class Meeting 1: Checked-in with Dr. Henry. Began composing the PowerPoint presentation's <i>Document Review Form</i>. (1 hour 15 minutes)</p> <p>Organization Meeting 2: Met with Jayne Arasaki and Donald Piburn to gather information regarding the training workshop and the PowerPoint presentation. (1 hour)</p>
	19 March	<p style="text-align: center;">COMPLETED THE POWERPOINT'S DOCUMENT REVIEW FORM</p> <p>Group Meeting 3: Began creating the <i>Training Workshop PowerPoint (Draft 1)</i>. (30 minutes)</p>
Week 4	24 March	<p>Group Meeting 4: Completed the <i>Training Workshop PowerPoint (Draft 1)</i>. (Together: 30 minutes, Chris: 5 hours, Midori: 12 hours)</p>
	25 March	<p>Organization Meeting 3: Met with Jayne Arasaki and Didi Au to review the completed <i>Training Workshop PowerPoint (Draft 1)</i>. Began the <i>Training Workshop PowerPoint (Draft 2)</i>. (2 hours)</p> <p>Group Meeting 5: Completed the <i>Training Workshop PowerPoint (Draft 2)</i>. (Together: 30 minutes, Chris: 3 hours, Midori: 7 hours)</p>
	26 March	<p style="text-align: center;">SUBMITTED TRAINING WORKSHOP POWERPOINT (DRAFT 2)</p>
	27 March	<p style="text-align: center;">SEAGULL SCHOOLS, INC. SECOND STEP STAFF TRAINING WORKSHOP</p>
Week 5	29 March	<p style="text-align: center;">SUBMITTED PROGRESS REPORT</p> <p>Group Meeting 6: Completed the <i>Progress Report</i>. (Together: 30 minutes, Chris: 4 hours, Midori: 6 hours)</p>

a. Problems

Creating the *Second Step* Staff Training PowerPoint Presentation provided an opportunity to understand a format for technical writing that is more often misused than well-used. A great deal of research was necessary to understand the pros and cons of using PowerPoint to create a document for a presentation. In addition, Seagulls Schools, Inc. needed to have a video tape for the presentation embedded into the PowerPoint; therefore, the tape needed to be digitized and edited to fit the time constraints. Although Jayne Arasaki later included a DVD with some of the digitized information, most of the video was missing from that digitization. It took more than 6 hours for Midori to complete the digitization of the tape and several more to edit it to Seagull Schools, Inc.'s specifications due to the limitations of the hardware and software on hand.

The original draft of the PowerPoint Presentation did not include graphics due to Chris and Midori's focus on information over images; however, because the audience for the presentation consists of preschool teachers who are accustomed to learning and teaching through visual aids, both Chris and Midori were requested to search out relevant images for their second draft. On the DVD from Seagulls Schools, Inc., two previously used PowerPoint presentations included a myriad of pictures which gave Chris and Midori a basis of pictures that might be pertinent to the presentation.

5. Projected Work and Schedule

The revised projected timetable is listed below. There are minor changes from the preliminary timetable.

Week 5	31 March	Group Meeting 7: Begin working on the <i>Career Opportunities Brochure</i> and its <i>Document Review Form</i> .
	02 April	<i>COMPLETE THE BROCHURE'S DOCUMENT REVIEW FORM</i> Organization Meeting 4: Meet with Jayne Arasaki to receive input on how the Training Workshop went. Begin the <i>Third Draft of the Training Workshop PowerPoint</i> . Acquire information on the <i>Career Opportunities Brochure</i> .
Week 6	07 April	<i>COMPLETE THE TRAINING WORKSHOP POWERPOINT (DRAFT 3)</i> Group Meeting 8: Continue working on the <i>Career Opportunities Brochure</i> .

	09 April	COMPLETE THE CAREER OPPORTUNITIES BROCHURE In-Class Meeting 2: Check-in with Dr. Henry. Start drafting the <i>Term Project PowerPoint Presentation</i> .
Week 7	14 April	Group Meeting 9: Complete and practice the <i>Term Project Power Point Presentation</i> .
	16 April	FIRST DAY OF TERM PROJECT POWERPOINT PRESENTATIONS
Week 8	21 April	Group Meeting 10: Begin compiling the <i>Group Performance Evaluation</i> .
Week 9	28 April	Group Meeting 11: Start composing the <i>Group Performance Evaluation</i> .
	30 April	Group Meeting 12: Complete the <i>Group Performance Evaluation</i> . Continue compiling the <i>Term Project Packet</i> .
Week 10	05 May	SUBMIT TERM PROJECT PACKET AND GROUP PERFORMANCE EVALUATION Complete and submit the <i>Term Project Packet</i> .
	07 May	UPLOAD TERM PROJECT ONTO E-PORTFOLIOS Grasp freedom.

Christopher and Midori will continue to meet at least once a week on Tuesday or Thursday after class to discuss and work on the various tasks outlined in the timeline. Additional meetings will be scheduled as necessary.

6. Conclusion

The project is proceeding well. The *Second Step Staff Training Workshop PowerPoint Presentation* has been through two drafts and one workshop (held on March 27, 2009). Due to the time constraints for the PowerPoint Presentation, no work has begun on the Career Opportunities Brochure beyond the basic overview of the project. However, the brochure will be the primary focus of the rest of the semester, giving Chris and Midori ample time to create an effective brochure.