



## About OTAN Training

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OTAN offers both [online](#) and [face-to-face](#) workshops for adult educators and staff throughout California! Funded through the California Department of Education, OTAN's workshops, as well as course materials, are provided at no cost to the CA adult education program, educator or staff.

From the selection of workshops OTAN offers, adult educators can learn how to retrieve educational materials, collaborate with colleagues across the state, and implement technology into their programs or classrooms. The workshops cover a wide variety of topics including how to build online activities, creating instructional videos or Web sites, designing and sharing online resources, developing a safe social presence—pretty much anything to do with technology in an adult education program! The workshops fit a wide variety of skill levels and can even be customized to meet the respective needs of a program or site. Everyone benefits—and all workshops are free!

Check the [online](#) as well as the [face-to-face](#) workshop descriptions for more information. To schedule a training date for your site or if you have questions regarding the workshops, call OTAN at 916-228-2580 or send a message to [support@otan.us](mailto:support@otan.us)

### Face-to-Face Workshop Requirements

- There must be one device (i.e., PC, laptop, Chromebook) for every individual registered in a workshop.
- The site's network and bandwidth must be open and of sufficient speed to allow all registrants access to workshop dependent apps, content, and Web sites at the same time.
- All devices must have a current, up-to-date browser version installed (i.e., Chrome, Explorer, Edge, Firefox, Safari) and all other applications as applicable to the individual workshop.
- The trainer must be able to use the teacher station or connect their own device to the site network and LCD projector. There should be a screen for class viewing.
- Ten (10) participants must be registered fourteen (14) days business days prior to the workshop date.

### Online Workshop Requirements

- Smart device with current, up-to-date browser (i.e., Chrome, Edge, Explorer, Firefox, Safari) and/or appropriate apps or plugins (see workshop description).
- Internet connection must be of sufficient bandwidth to support audio and video.
- Device speaker or headphones with volume control.
- Optional: microphone with mute button/setting.

Note: Some workshops have special requirements. Please read the workshop description or contact OTAN [support@otan.us](mailto:support@otan.us) for more information.

We look forward to seeing you at your site or online!