ICT Planning Workshops overview

IMTD offer two workshop formats.

*ICT Planning Workshops*

These full-day workshops walk school leaders through the process of developing a long-term school ICT Plan that:

* addresses the Learning and Teaching goals of the school
* develops a sustainable ICT plan that meets the needs of the school community
* ensures a coherent team approach to ICT planning involving school leaders, ICT co-ordinators, curriculum co-ordinators and technical support staff.

These workshops include in-depth explanations and demonstrations of all the elements of the online ICT Planning Tool and resources and is the preferable workshop for first-time attendees, or those needing to refresh their understanding of the tool and the supporting resources.

*“Next Steps” Workshops*

These full-day workshops target school leaders familiar with the ICT Planning Tool and resources and are seeking to take the next steps in understanding the ICT planning and management cycle.  This workshop focuses on helping schools keep the momentum and includes activities, presentations and resources that:

* Review the current plan - what went right, what went wrong
* Define key personnel roles and responsibilities
* Change Management concepts
* Writing proposals and effective communication.

These workshops assume attendees have previously attended an ICT Planning Workshop and are confident using the ICT Planning Tool.

ICT Planning Tool

The DET Online ICT Planning Tool is designed to assist the school in producing a customised ICT Plan that brings together SIPS data, the school curriculum goals and budgetary considerations.
Principals, Learning Technologies Coordinators and Specialist Technicians can access the tool using the link below:
<https://apps.edustar.vic.edu.au/prism>  (Department credentials required to login)

Who Should Attend

Both workshops are targeted at school leaders involved in their schools’ ICT planning and may include:

* Principals and/or Assistant Principals
* Business Managers
* eLearning, ICT or LT Managers or Coordinators
* Specialist and/or Local Technicians
* Leading or Classroom Teachers involved in ICT planning

We recommend that you have two to three attendees from your school, that one attendee is your Specialist Technician to help with technical details.

Please note that the Specialist Technician should not be the only attendee.

Your Specialist Technician may need a visitation schedule alteration and will be required to log the hours against your school’s allocation - if there are any queries or concerns regarding this please contact your Service Delivery Manager.

Benefits of attending an ICT Planning Workshop

View the short video below where school leaders who attended ICT Planning Workshops talk about the benefits of the workshop day and the online ICT Planning Tool:
<http://fuse.education.vic.gov.au/?XH7FW9>​​​​

ICT Planning Workshops

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| **ICT Planning Workshops** | **Date** | **Booking Link** |
| Moe | August 16th 2018 | [Moe](https://www.eventbrite.com.au/e/august-16th-ict-planning-workshop-sevr-moe-regional-office-tickets-48114841787) |
| Flemington | August 21st 2018 | [Flemington](https://www.eventbrite.com.au/e/august-21st-ict-planning-workshop-flemington-tickets-46785396380) |
| Wheelers Hill | August 24th 2018 |  [Wheelers Hill](https://www.eventbrite.com.au/e/august-24-ict-planning-workshop-monash-special-developmental-school-tickets-48153591689) |
| Horsham | August 29th 2018 | [Horsham](https://www.eventbrite.com.au/e/august-29th-ict-planning-workshop-horsham-tickets-48152428209) |
| Geelong | September 5th 2018 | [Geelong](https://www.eventbrite.com.au/e/september-5th-ict-planning-workshop-corio-geelong-industry-trade-training-centre-tickets-48152537536) |
| Frankston | September 7th 2018 | [Frankston](https://www.eventbrite.com.au/e/september-7th-ict-planning-workshop-frankston-tickets-47753163999) |

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| **“Next Steps” Workshops** | **Date** | **Booking Link** |
| Flemington | August 22nd 2018 | [Flemington](https://www.eventbrite.com.au/e/august-22nd-ict-planning-workshop-next-steps-flemington-tickets-46785131588) |
| Benalla | September 12th 2018 | [Benalla](https://www.eventbrite.com.au/e/september-12th-ict-planning-next-steps-workshop-benalla-ro-tickets-48154426185) |
| Moe | September 19th 2018 |  [Moe](https://www.eventbrite.com.au/e/september-19th-ict-planning-next-steps-workshop-sevr-moe-regional-office-tickets-48152044060) |