



Champlain Valley Educator Development Center

Collaborative Professional Learning to Support Vermont Schools

Digitally Tidy

Practical Strategies to Manage Communication During Distance Learning

A series of *Virtual Learning Sessions*

Facilitator: Sarah Birgé

Target Audience: K-12 educators, instructional coaches, administrators, and anyone else working “in” a school.

With the deluge of new platforms, information, and communication techniques, many of us have been struggling to stay afloat. In addition to everything else being asked of us, it can be hard to be proactive about being organized and “digitally tidy.” With a differentiated approach, these bite-sized workshops will not only make your day-to-day work less stressful and more seamless, but also serve you well no matter what the future brings.

Takeaways:

- Getting to “inbox zero” and other email management techniques
- Navigating necessary documents and websites before and during video calls, plus effective screen sharing
- Organizing your digital files & folders (Google Drive and more)

About our Presenter: **Sarah Birgé** is the District Instructional Coach for Montpelier-Roxbury Public Schools. Prior to that, she was the ELA specialist at the Vermont Agency of Education as well as a member of the Vermont state assessment team. Originally from the Northeast Kingdom, Sarah spent a decade teaching ELA, French, and ESL in the Bronx, South Korea, India, and Vermont public schools. She is also executive director of the [Nanubhai Education Foundation](#), a non-profit that sends young women from rural areas of India to college.



Dates:

July 28, 29 and 30

Time: 11 am – 12 pm

Location:

ONLINE – a link will follow

Cost:

Member: \$90/series of 3
Sessions
Non-member: \$100/series

Pre-workshop preparation: Be ready with your computer and any other devices you may use in your day-to-day work!

To Register: www.cvedcvt.org

Questions? info@cvedcvt.org

Or call: 802-497-1642



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