

Introduction

This handbook is a guide for conducting Project Learning Tree (PLT) workshops. It explains PLT's mission and objectives, the goals of a PLT workshop, your responsibilities as a facilitator, how to find a workshop site, how to publicize your workshop, and what to include in the workshop itself. It discusses materials, equipment, and resource specialists you may want to involve in your workshops, as well as suggestions for workshop follow-up. It also examines topics you may want to model and discuss, including environmental education, teaching outdoors, cooperative learning, differentiated instruction, and others.

If you are a new facilitator, you may use this handbook as a step-by-step guide for planning and conducting your workshops. If you are a seasoned PLT facilitator, you may use it to find new ideas to enhance your workshops. The table of contents will help you locate specific information you need.

Workshop facilitators have been the lifeblood of PLT for more than 30 years. They have successfully trained over 500,000 educators to use PLT materials, and continue to assist in expanding the reach of PLT nationwide and internationally. Without the time and energy these facilitators provide to the program, PLT would not have attained the recognition it has for being the cornerstone for environmental education.

Now that you have joined the ranks of these very important facilitators, you will benefit from their experiences. This handbook is the direct result of what others have learned by doing workshops, and includes lots of suggestions for you. **We hope you will add to this handbook your own experiences, things you want to try next time, and ideas you pick up along the way.**

If you find an approach that works and want to share it, please do so with your state PLT coordinator and the PLT national office.

We give our sincere thanks to all of you who have chosen to become an integral part of the PLT network.

Acknowledgments

Project Learning Tree's Facilitators Handbook is a culmination of efforts from many individuals, including state PLT Coordinators, PLT Operating Committee members, and PLT staff.

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Writers:

Kay Antunez, California Project Learning Tree Coordinator

Leslie Comnes, Education Writing Consultant

Sheri Sykes Soyka, Education Writing Consultant

National Project Learning Tree Staff

Project Learning Tree is a PreK–12 environmental educational program of the American Forest Foundation.

To find out about Project Learning Tree programs in other states or at the national level contact:

Project Learning Tree
1111 19th St., NW, Suite 780
Washington, D.C. 20036
(202) 463-2475
<http://www.plt.org>

For more information on Project Learning Tree in Tennessee or to schedule a workshop please contact Dave Walters by email at dave.walters@state.tn.us or by phone at 615-837-5470 or call the Tennessee Forestry Association at 615-883-3832.