The Perkins Professional Development Institute PRESENTS

NEW ADMINISTRATOR TRAINING

Nationally recognized Training and Development Solutions, LLC, (TDS) will conduct the course. TDS founders Brenda Watkins and Celeste Fenton have been recognized for their contributions to faculty professional development in the areas of assessment of student learning and curriculum design and development. Their 2010 publication, Fluency in Distance Learning, is currently being utilized by educators nationwide to transform instructor-led curriculum for e-learning delivery.

For New CTE Administrator

LEARN THE LATEST ADMINISTRATIVE TECHNIQUES

The goal of the new administrator training is to provide high quality “modular based” training experiences that focus on specific knowledge and skills designed to improve performance for all new post-secondary Career and Technical administrators. The new administrator training program prepares administrators with less than three years experience to lead workforce education faculty and staff as well as the local community in building an educated workforce prepared for 21st century demands.

Course Objectives:

Upon completion of the new CTE administrator training program, participants will be able to:

1. Locate State curriculum frameworks and map course/program learning objectives to the frameworks;
2. Explain Florida K-12 CTE strategic goals;
3. Evaluate course/program learning objectives based on specific, measurable criteria;
4. Identify and discuss specific funding issues including formulas, allowable expenditures;
5. Apply funding formulas to create institutional budgets;
6. Describe various strategies for participation in, and contributions to, Workforce Boards as they relate to targeted high demand, high wage occupations;
7. Create a plan for developing and maintaining partnerships with Advisory Committees, and local business and industry;
8. Analyze the impact of eLearning on current and future workforce education;
9. Develop a plan and list specific ways to utilize current technology to improve job performance;
10. Discuss specific ethical guidelines and ethical issues; evaluate situations as a means to choose appropriate, ethical responses;
11. Identify COE and SACS accreditation requirements and effectively apply accreditation processes
12. Understand and analyze Perkins CTE Data to contribute toward program improvement.

Training Format:

The training will be delivered via a hybrid format of facilitator-led and e-learning instruction. Each region will be provided the following training:
- 2-hour synchronous on-line Orientation session
- 10-week e-learning course
- 2-hour synchronous on-line Closing session

Contact Brian Voge at 352-852-2322, ext. 1669, or e-mail vogeb@cf.edu if you have additional questions.

The deadline for registering is Thursday, September 16th.
To participate, please download and complete the attached application and fax it to (352) 873-5870.

There is no cost to Administrators who want to participate in this online course.

<table>
<thead>
<tr>
<th>ALL REGIONS</th>
<th>Facilitated, synchronous online Orientation Sessions *Choose one of the following sessions</th>
<th>Internet-based (online) Instruction</th>
<th>Facilitated, synchronous online Closing Sessions *Choose one of the following sessions</th>
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<tbody>
<tr>
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<td>September 21, 2010 9am to 11am OR September 23, 2010 9am to 11am</td>
<td>September 24 to December 5, 2010</td>
<td>December 6 9am to 11am OR 1pm to 3pm</td>
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New Administrator Workshop Schedule

Florida Region Chart

Region 1: Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington


Region 3: Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Sumter, Volusia

Region 4: Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota

Region 5: Broward, Miami-Dade, Palm Beach, Monroe
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The following administrator agrees to participate in a two-hour synchronous on-line orientation, ten-weeks of e-learning, and a two-hour on-line closing session. The training will prepare full-time administrators to actively engage students in the learning process and to effectively assess student learning.

Administrator’s name: __________________________________________________________
Institution/School: ______________________________________________________________

☑ Choose an Orientation Session:   ☐ Sept 21, 9am to 11am   OR   ☐ Sept 23, 9am to 11am
☑ Choose a Closing Session:   December 6, — ☐ 9am to 11am OR ☐ 1pm to 3pm
☑ Your Region: (CIRCLE ONE)  1    2    3    4    5 — Please see the Regional Map on page 2.

Department: ___________________________________________________________________
Mailing Address: ___________________________________________________________________
City: ___________________________ ZIP: _________ County: ___________________________
E-mail Address: ___________________________________________________________________
Technical Center/State College Contact Person: _______________________________________
Telephone: _______________________ E-mail: _______________________________________
Date of Full-time administrator employment at Tech Center/State College/: ________________________

Administrator Signature ___________________________ Date of Application ___________________________

Technical Center/College Director/Occupational Dean ___________________________ Date Approved ___________________________

Dr. Cheryl Fante, Perkins PDI Director ___________________________ Date Approved ___________________________

Please fax completed application to 352-873-5870 or mail to:
Dr. Cheryl Fante, CF—Perkins PDI, 3001 S.W. College Road, Ocala, FL  34474-4415