



# 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.

### 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](mailto:vogeb@cf.edu) if you  
have additional questions.

The deadline for registering is  
**Thursday, September 16th.**

### 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 21<sup>st</sup> 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.

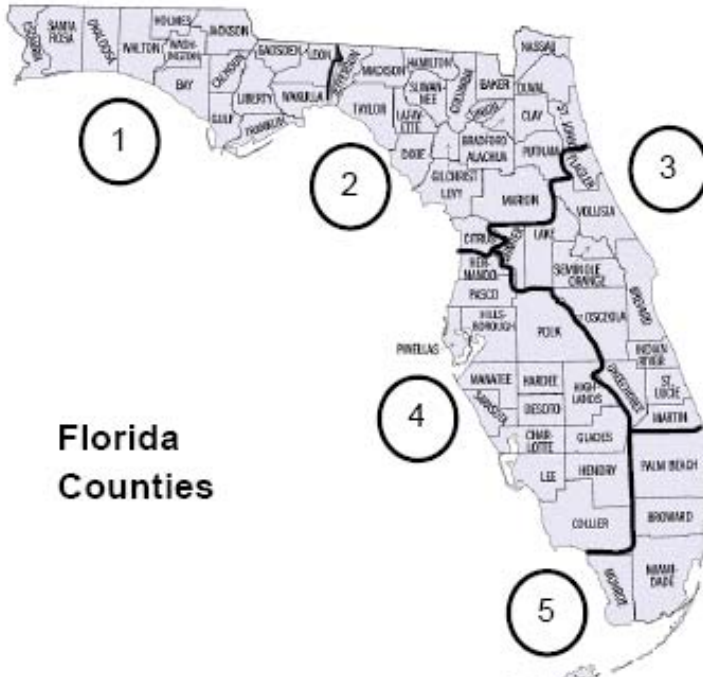
To participate, please download and complete the attached application and fax it to  
**(352) 873-5870.**

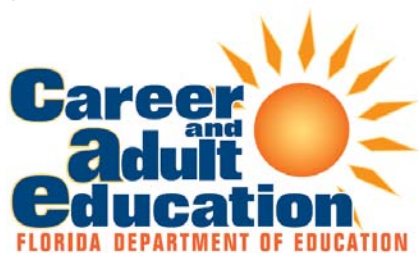
**There is no cost to Administrators** who want to participate in this online course.

	<b>Facilitated, synchronous online Orientation Sessions</b> <i>*Choose one of the following sessions</i>	<b>Internet-based (online) Instruction</b>	<b>Facilitated, synchronous online Closing Sessions</b> <i>*Choose one of the following sessions</i>
<b>ALL REGIONS</b>	<b>September 21, 2010</b> 9am to 11am OR <b>September 23, 2010</b> 9am to 11am	September 24 to December 5, 2010	December 6 <b>9am to 11am</b> OR <b>1pm to 3pm</b>

## New Administrator Workshop Schedule

### Florida Region Chart

<p><b>Region 1 :</b> Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Leon, Liberty, Okaloosa, Santa Rosa, Wakulla, Walton, Washington</p> <p><b>Region 2:</b> Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Marion, Nassau, Putnam, St. Johns, Suwannee, Taylor, Union</p> <p><b>Region 3:</b> Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, Seminole, St. Lucie, Sumter, Volusia</p> <p><b>Region 4:</b> Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, Sarasota</p> <p><b>Region 5:</b> Broward, Miami-Dade, Palm Beach, Monroe</p>	 <p style="text-align: center;"><b>Florida Counties</b></p>
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# 2010-2011 Application for New Administrator Training

Perkins Professional Development Institute

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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](tel:352-873-5870) or mail to:**

**Dr. Cheryl Fante, CF—Perkins PDI, 3001 S.W. College Road, Ocala, FL 34474-4415**