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August 30, 2011

MEMORANDUM

TO: Technical Center Directors
Florida College Occupational Deans

FROM: Loretta Costin, *Loretta Costin* Chancellor, Career and Adult Education

SUBJECT: Postsecondary Teacher and Administrator Programs

The Perkins Professional Development Institute has expanded its **FREE** programs for postsecondary CTE teachers and administrators. These programs were previously only available to new postsecondary CTE teachers and administrators.

TEACHER TRAINING - This program provides an opportunity to learn the latest techniques to develop, sequence, and manage instructional events and activities to promote student learning. Focus will be on effective planning and implementation of new instructional strategies, measurement, and documentation of student achievement. Teachers will receive six hours for each unit completed. This training is available in both a facilitated training and a non-facilitated e-learning program available 24/7.

ADMINISTRATOR TRAINING - This program provides high quality training experiences that focus on specific knowledge and skills designed to improve performance for all postsecondary CTE administrators. Instruction includes funding issues, business partnerships, ethical issues, methods and use of program and data evaluation, and effective communication strategies. Administrators will receive four hours for each unit completed. This training is available in both a facilitated training and a non-facilitated e-learning program available 24/7.

For further information or questions on either program, contact Brian Voge at the College of Central Florida at 352-854-2322, ext. 1669 or e-mail vogeb@cf.edu.

Thank you.

LC/dv

Attachments