

Leadership Excellence Academies

Connecting Local Adult Education Leaders to Ideas, Research, and Innovation



A Comprehensive Professional Development Package for Local Adult Education Managers



PROLITERACY
America



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Local program managers are a key player in the delivery of quality adult education services. Like most of us in the field, they came into this business “sideways” with degrees in everything from political science to home economics. Many of them had limited or no preparation for the complex tasks of leading, planning, implementing, and evaluating adult education services.

That is why the professional development of local program managers is critical to program improvement and the quality of service. And that is why the National Adult Education Professional Development Consortium (NAEPDC) and ProLiteracy America (PLA) have joined forces to develop the Leadership Excellence Academies. Browse through this booklet to learn how your state can get involved in this exciting new professional development opportunity.

Dr. Lennox McLendon, Executive Director
National Adult Education Professional Development Consortium



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Background

Combining years of experience in training adult educators, the National Adult Education Professional Development Consortium (NAEPDC) and ProLiteracy America joined forces in 2006 to launch an exciting professional development initiative for local program managers. With funding from the Verizon Foundation, the two organizations began piloting the first cluster in a national certification and professional development series for local program managers.



The pilots include approximately 60 local adult education managers in Arizona, Maryland, and New York. Participants are engaged in a year-long professional development experience that focuses on topics related to program improvement. The local managers complete online introductory courses; participate in three six-hour workshops and follow-up interactive webcasts; and complete interim activities and learning projects that allow them to apply the skills and concepts gained through the training activities.



During 2007-2008, the pilot states will be completing the final three courses required for national certification in the **Program Improvement** cluster. Also, in 2007 - 2008, NAEPDC and ProLiteracy are making available the first three Program Improvement courses to a select number of interested states.



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Program Design

The overall focus of LEA is to establish a responsive, cost-effective leadership development program which utilizes a skills-based approach, grounded in sound leadership and management concepts, principles, and practices.

“The LEA’s are based on research and evidence based practice and will assist our program administrators learn and implement strategies for continuous program improvement to increase adult learner success.”

Karen Liersch

Arizona State
Director

- ▶ The Academies are built upon a foundation of research, theory, professional wisdom, and best practices.
- ▶ Training occurs over time with opportunities for application through a series of interim activities and learning projects.
- ▶ Technology-based delivery mediums, including online courses, discussion boards, electronic portfolios, and webcasts, are combined with face-to-face workshops to expand access.
- ▶ Managers are trained and mentored by national trainers with strong backgrounds in local adult education management and leadership.
- ▶ National certification is available for program managers who wish to pursue national credentials.
- ▶ The program offers a variety of options so that states can select the professional development package that best meets their needs.



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“Maryland is delighted to participate in the Leadership Excellence Academy. Our local program managers are excited about this unique professional development opportunity and are energized by its potential. The added bonus is that they can complete 2/3 of the requirements for a national program manager certification in adult education.”

Patricia Bennett
Maryland State
Director

Program Improvement Cluster

The **Program Improvement Cluster** includes a series of six courses. Five of the six courses combine face-to-face workshops with various web-based activities. The sixth course, *Providing Effective Leadership for Adult Education Services*, is a stand-alone online course.



During 2007 - 2008, the first three courses will be made available to a select number of states. The remaining three courses will be available in 2008 – 2009.

- ▶ *Using Self Assessments to Identify Strengths and Needs* (available to new states in 2007)
- ▶ *Integrating Research into Teaching and Learning* (available to new states in 2007)
- ▶ *Using Data to Guide Program Management* (available to new states in 2007)
- ▶ *Providing Effective Leadership for Adult Education Services* (online course only) (2008)
- ▶ *Getting Teachers Off to the Right Start and Keeping Them There* (2008)
- ▶ *Strategies for Motivating and Retaining Adult Learners* (2008)



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“The Leadership Excellence Academy is a perfect fit with our efforts to upgrade the professional development system for adult educators. The content is cutting edge and addresses the issues that all adult education program managers face today.”

Tom Orsini
New York State
Director

Training and Certification Options

NAEPDC and ProLiteracy understand that the professional development needs of states differ. That is why a variety of options are available.



- ▶ **National Certification:** A state can contract for the complete training series with follow-up learning projects leading to national certification of their local administrators. Pro Literacy will track and certify completion of all training activities.
- ▶ **State Certification:** A state can contract for the complete training series with follow-up learning projects leading to a state certification.
- ▶ **Customized Training:** A state can request a customization of the training series to meet state-designed certification criteria.



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Who Should Participate?

Selection of program managers to participate in the Leadership Excellence Academies is an important decision. The Academies are designed to support local adult education leaders and those striving to become leaders. The Academies create a dialogue that leads to discovery, new knowledge, innovation, and ultimately, to both individual and organizational transformation.



Participants in the comprehensive Academies will be expected to:

- ▶ **Actively participate in:**
 - ▶ **Three six-hour face-to-face workshops,**
 - ▶ **Two one-hour online courses, and**
 - ▶ **Three one-hour webcasts.**
- ▶ **Complete and submit interim activities between the face-to-face workshops.**
- ▶ **Complete and submit a culminating learning project.**

The pilot states selected participants through an application process to ensure that the attendees were willing and excited about the opportunity to pursue their professional growth and earn a prestigious national certification. The pilot participants represent a wide-range of program types including agency and community based organizations.





A Year-long Professional Development Program for Your Local Program Managers

Services you and your local managers will receive:

- ✓ **Free phone and email consultation** to assist you in planning and implementing the Leadership Excellence Academy and your overall professional development system for local managers.
- ✓ **Three face-to-face workshops** with training provided by **two** nationally known experts with experience in local program management and leadership
- ✓ Comprehensive field-tested **training notebooks** for each participant with a wealth of resources and strategies
- ✓ A **15-minute introductory online tutorial** that acquaints local managers with the Academy concept and their responsibilities as participants
- ✓ **Two one-hour online courses** to introduce key concepts related to (1) program improvement and (2) the effective use of data
- ✓ **Three interactive webcasts** for participants to share their experiences with the application of the interim activities and resolve any issues that arose
- ✓ Free access to the **LEA Participant Website** that contains additional resources for local program managers
- ✓ **Electronic portfolios** for participants to maintain project activities and learning projects
- ✓ **Ongoing technical support** for accessing and completing all web-based activities
- ✓ Review of participants' activities and learning projects to determine **eligibility for certification** (A nominal certification fee will be charged after the participant completes all of the Program Improvement certification courses and activities if he/she desires national certification.)



Contact [Kathi Polis](#) for more information.
304.550.3447 or klpolis@suddenlink.net



A Year-long Professional Development Program for Your Local Program Managers

Pricing Schedule for 16 - 40 Participants

The pricing schedule is calculated on a cost per participant basis. The following chart will give you some idea of the range of costs. Cost includes trainers and materials for three separate workshops, three webcasts and associated telephone fees, and access to two online courses.

The more you train, the more you save!

# of Participants	Cost Per Participant
40	\$283
35	\$318
30	\$364
25	\$430
20	\$527
16	\$650

The fee does not include trainers' travel since this cost will vary depending on the location, meeting facilities, food, or participant travel.



If you have fewer than 16 participants or more than 40, contact us for pricing options.

Think about it! You will be providing an entire year of quality professional development for your program managers!

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