

Leadership Excellence Academies

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



A Comprehensive
Professional Development
Package for
Local Adult Education Managers

<http://leadershipliteracy.net/>



Leadership Excellence Academies

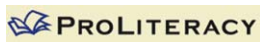
Connecting Local Adult Education Leaders to Ideas, Research, and Innovation



Local program managers are key players 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. That is also why the National Adult Education Professional Development Consortium (NAEPDC) and ProLiteracy 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

<http://naepdc.org/>

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Background



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

The pilots included approximately 60 local adult education managers in Arizona, Maryland, and New York. In 2007, as the three pilot states completed the second year of the training series, six additional states began their initial participation. Those states included Arkansas, Georgia, New Mexico, Ohio, Tennessee, and Texas. In addition, Arizona and New York enrolled a second cohort to participate in the Academies. In 2008, Arizona initiated its third cohort, Texas started a second cohort, and eight new states came on board: Idaho, Indiana, Kentucky, Montana, New Hampshire, North Carolina, Rhode Island, and Vermont.

To date, approximately 400 adult educators have taken advantage of the Leadership Excellence Academies. The participants represent local leaders in both agency-based and community-based organizations.

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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 LEAs are based on research and evidence-based practice and assist our program administrators in learning and implementing different 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 by national trainers with strong backgrounds in local adult education management and leadership.
- ▶ National certification in program improvement and graduate credit are available for participants who wish to pursue these options.
- ▶ 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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Program Improvement Cluster

The **Program Improvement Cluster** includes a series of six courses that are offered over a two-year period. Five of the six courses combine face-to-face workshops with application practicum and various web-based activities. The sixth course, ***The Leadership Approach to Program Improvement***, is a stand-alone online course.



"I have been provided with more targeted, hands-on, adult education program training in the last year than I was able to decipher in the last fifteen years on my own."

Rita Kenyon
Rome, NY

The six courses include:

Year One:

- ▶ *Using Stakeholder Assessments to Identify Strengths and Needs*
- ▶ *Integrating Research into Teaching and Learning*
- ▶ *Using Data to Guide Program Management*

Year Two:

- ▶ *Strategies for Motivating and Retaining Adult Learners*
- ▶ *The Leadership Approach to Program Improvement: How Leaders Inspire, Influence, and Achieve Results (online course only)*
- ▶ *Getting Instructors Off to the Right Start*

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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. States may select one or more of the following:



"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

- ▶ **National Certification:** A state can contract for the complete training series with follow-up learning projects leading to national certification of their local administrators. ProLiteracy will track and certify completion of all training activities. Participants who complete all of the required activities by designated submission dates receive the recognition of proudly displaying **CMPI** (Certified Manager in Program Improvement) after their names.
- ▶ **Graduate Credit:** Participants who complete the two-year course requirements may earn up to nine (9) hours of credit from Ohio University's Educational Administration graduate program at a significantly reduced rate. They must meet the same requirements and designated submission dates as those seeking national certification.
- ▶ **Professional Development Only:** Participants complete all of the LEA activities but are given a more flexible submission policy. They are not eligible for national certification and/or graduate credit.
- ▶ **State Certification:** A state can contract for the complete training series with follow-up learning projects leading to a state certification or endorsement.
- ▶ **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. Participants must be willing to commit time and energy to their own professional growth and have access to instructional staff.



States can determine if they want their participants to have access to one or both of the following options:

1. National certification and/or graduate credit, or
2. Professional development only.

All participants are expected to complete interim activities, but those selecting to pursue national certification and/or graduate credit must meet all designated timelines. Participants will receive detailed guidance on LEA expectations and timelines and be asked to declare their intent during the first workshop.

States are encouraged to select participants through an application process to ensure that the attendees are aware of participation expectations and willing to pursue their professional growth. NAEPDC has a collection of sample applications that can be adapted.

In Year One, participants 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.

In Year Two, participants will be expected to:

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

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Role of the State Agency

“The Leadership Academy has been quite an eye-opener! I have greatly benefited from the chance to interact with providers from other states as well as those from my own state. To quote Lennox, I have always been a ‘gut and guru’ type of person, ready to jump on the latest bandwagon without a lot of thought beforehand. This academy has taught me the importance of research and planning before acting.”

Melinda Brown
Leonardtown,
Maryland

The state adult education agency is an integral and valued partner in the design and implementation of the Leadership Excellence Academies. The LEA staff works closely with each state to ensure that the planning and delivery of the training series meets the state’s needs.

To receive the optimum benefit of the Leadership Excellence Academies, states are responsible for:

- ▶ Soliciting interested participants through an application process and submitting participant contact information by the designated date;
- ▶ Designating one individual as the state contact person to communicate with the LEA staff;
- ▶ Supporting the training process by selecting and covering the costs of a training venue, arranging for appropriate training technologies, and providing refreshments;
- ▶ Ensuring that all training materials sent to the designated state contact are available at the training site at least one hour prior to the workshop;
- ▶ Providing incentives to encourage and recognize participation (e.g., paid travel, state recognitions, etc.); and
- ▶ Ensuring access to computers with high-speed Internet for program managers’ participation in webcasts and online courses.

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Cost

The pricing is structured on a cost per participant basis. NAEPDC and Pro Literacy understand that your budgets are tight. That is why we have been diligent in keeping the prices affordable for adult education budgets and have worked with states, both large and small, to accommodate their needs.

Pricing reflects a total comprehensive package that encompasses a **year-long** professional development program for less than **\$500/person per year.**

**That's less than many registration fees for a
three-day conference –
and you get a year-long training package!**

Check out the services included in the training package on the next page, followed by the pricing schedule.

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Services



Services you and your local managers will receive in Year One:

- **Phone and email consultation** to assist you in planning and implementing the Leadership Excellence Academy
- **Three face-to-face workshops** with training provided by **two** nationally known experts with experience in local program management and leadership (Price includes trainer fees **and** travel.)
- 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**

Services you and your local managers will receive in Year Two:

- **Two face-to-face workshops** with training provided by **two** nationally known experts with experience in local program management and leadership (Price includes trainer fees **and** travel.)
- Comprehensive field-tested **training notebooks** for each participant with a wealth of resources and strategies
- A **six-hour online course** that focuses on key leadership strategies contextualized to adult education
- **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
- **Technical assistance** in the completion of culminating program improvement projects
- Review of participants' activities and culminating learning projects to determine **eligibility for certification** (Completion of all LEA activities on designated due dates is required. A nominal certification fee will be charged by ProLiteracy Amercia after the participant completes all of the Program Improvement certification courses and activities if he/she desires national certification.)
- Opportunity to earn **nine (9) semester hours of credit** from Ohio University's Educational Administration graduate program at a significantly reduced rate (Completion of all LEA activities on designated due dates is required.)

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Pricing

The pricing schedule is calculated on a cost per participant basis: the more you train, the more you save. The following charts will give you an idea of the range of costs. Costs include **all** of the services listed on the previous page.

To accommodate the needs of smaller states, there are now two options available:

1. A reduced one-trainer cost for 10 – 15 participants.
2. LEA Consortia in which adjoining states jointly sponsor the Academy and (1) participants meet at either one central location or (2) the states utilize technology to broadcast the face-to-face workshops to in-state locations. (Trainer rotates among the states for each of the face-to-face workshops.)
 1. Please note that the face-to-face workshops require group interaction so streaming to individual computers is not an option.

Cost for 16 – 40 Participants (2 trainers)

| Year One | |
|-------------------|----------------------|
| # of Participants | Cost Per Participant |
| 40 | \$542 |
| 35 | \$585 |
| 30 | \$659 |
| 25 | \$762 |

| Year Two | |
|-------------------|----------------------|
| # of Participants | Cost Per Participant |
| 40 | \$447 |
| 35 | \$492 |
| 30 | \$551 |
| 25 | \$633 |

Cost for 10 – 15 Participants (1 trainer)

| Year One | |
|-------------------|----------------------|
| # of Participants | Cost Per Participant |
| 15 | \$834 |
| 13 | \$950 |
| 10 | \$1211 |

| Year Two | |
|-------------------|----------------------|
| # of Participants | Cost Per Participant |
| 15 | \$671 |
| 13 | \$760 |
| 10 | \$960 |

Individual cost breakdowns are included on the next two pages.

LEA Year 1 Pricing Schedule

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| LEA Year 1: 10 – 15 Participants One Trainer 2009 - 2010 | | |
|--|-------------------|----------------------------|
| # of Participants | Total with Travel | Total Cost per Participant |
| 10 | \$12,110 | \$1,211 |
| 11 | \$12,190 | \$1,108 |
| 12 | \$12,270 | \$1,023 |
| 13 | \$12,350 | \$950 |
| 14 | \$12,430 | \$888 |
| 15 | \$12,510 | \$834 |

| LEA Year 1: 16 – 40 Participants Two Trainers 2009 - 2010 | | |
|---|-------------------|----------------------------|
| # of Participants | Total with Travel | Total Cost per Participant |
| 16 | \$18,680 | \$1,099 |
| 17 | \$18,805 | \$1,045 |
| 18 | \$18,930 | \$996 |
| 19 | \$19,055 | \$953 |
| 20 | \$19,180 | \$913 |
| 21 | \$19,305 | \$878 |
| 22 | \$19,430 | \$845 |
| 23 | \$19,555 | \$815 |
| 24 | \$19,680 | \$787 |
| 25 | \$19,805 | \$762 |
| 26 | \$19,930 | \$738 |
| 27 | \$20,055 | \$716 |
| 28 | \$20,180 | \$696 |
| 29 | \$20,305 | \$677 |
| 30 | \$20,430 | \$659 |
| 31 | \$20,555 | \$642 |
| 32 | \$20,680 | \$627 |
| 33 | \$20,805 | \$612 |
| 34 | \$20,930 | \$598 |
| 35 | \$21,055 | \$585 |
| 36 | \$21,180 | \$572 |
| 37 | \$21,305 | \$561 |
| 38 | \$21,430 | \$549 |
| 39 | \$21,555 | \$539 |
| 40 | \$21,680 | \$542 |

LEA Year 2 Pricing Schedule

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| LEA Year 2: 10 – 15 Participants One Trainer 2009 - 2010 | | |
|--|-------------------|----------------------------|
| # of Participants | Total with Travel | Total Cost per Participant |
| 10 | \$9,600 | \$960 |
| 11 | \$9,692 | \$881 |
| 12 | \$9,784 | \$815 |
| 13 | \$9,876 | \$760 |
| 14 | \$9,968 | \$712 |
| 15 | \$10,060 | \$671 |

| LEA Year 2: 16 – 40 Participants Two Trainers 2009 - 2010 | | |
|---|-------------------|----------------------------|
| # of Participants | Total with Travel | Total Cost per Participant |
| 16 | \$14,602 | \$913 |
| 17 | \$14,739 | \$867 |
| 18 | \$14,876 | \$826 |
| 19 | \$15,013 | \$790 |
| 20 | \$15,150 | \$758 |
| 21 | \$15,287 | \$728 |
| 22 | \$15,424 | \$701 |
| 23 | \$15,561 | \$677 |
| 24 | \$15,698 | \$654 |
| 25 | \$15,835 | \$633 |
| 26 | \$15,972 | \$614 |
| 27 | \$16,109 | \$597 |
| 28 | \$16,246 | \$580 |
| 29 | \$16,383 | \$565 |
| 30 | \$16,520 | \$551 |
| 31 | \$16,657 | \$537 |
| 32 | \$16,794 | \$525 |
| 33 | \$16,931 | \$513 |
| 34 | \$17,068 | \$502 |
| 35 | \$17,205 | \$492 |
| 36 | \$17,342 | \$482 |
| 37 | \$17,479 | \$472 |
| 38 | \$17,616 | \$464 |
| 39 | \$17,753 | \$455 |
| 40 | \$17,890 | \$447 |

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