

Administrator Leadership 500 Series

*A Comprehensive Professional Development Series for Indiana Adult
Education Administrators*



Administrator Leadership 500

- Focus on innovative leadership and positively impacting program outcomes
- Learn best practices and hands-on approaches to ensure that students are equipped with the skills needed to thrive in the 21st century

On behalf of the Indiana Department of Workforce Development and the Indiana Adult Education Administrators' Workgroup,

I am pleased to announce that 2013 will be the inaugural year for our Administrator 500 Leadership Series.

Adult Education in Indiana has transformed over the last few years into a outcomes-based system of high-quality educational services designed for any Indiana citizen seeking to improve his or her foundational skills and career prospects. This system can **only** be sustained through strong instructional leadership in local adult education programs around state. Thus, we have relied on the expertise of many master administrators coupled with evidence-based research and a systematic approach to develop the Administrator 500 Leadership Series.

This Series encompasses five days of professional development in addition to some pre-work.

We hope that every adult education director in Indiana will consider taking part in this unique professional development opportunity. Why? With your commitment to continuous program improvement, any one of the roughly 500,000 Hoosiers without a high school diploma will be better served when they walk through your door. And at the end of the day, changing a student's life forever through education is why we are all in this business.

Sincerely,
Marie L. Mackintosh

Director of Adult Education Programs
Department of Workforce Development



Administrator 500 Leadership Series

Module 100

- ***Cracking the Code:***
Understanding Components of a Successful Program

Module 200

- ***Beyond Crunching Numbers:***
Designing and Implementing a Data-Driven Program

Module 300

- ***Leading the Pack:***
Core Concepts in Instructional Leadership

Module 400

- ***Recruit, Excite, and Motivate:***
Best Practices in Engagement and Persistence

Module 500

- ***Preparing for the Future:***
Transitioning Students into College and Careers

About the Administrator Leadership 500 Training

- This exciting Professional Development series consists of five day-long workshops focusing on developing leadership skills and addressing the essential knowledge required to be truly effective Adult Education Administrators.
- Each workshop will create a Community of Practice in which participants will network with administrators from across the state and share best practices from successful programs.
- In the engaging and activity-based workshops, participants will identify critical areas in need of improvement in their own programs and focus on creating a comprehensive Strategic Planning portfolio.
- Administrators completing all five modules will have the opportunity to qualify for a micro-grant of up to \$5000 to implement a project from your Strategic Plan Portfolio.

Training Series Details

- * This series is appropriate for new and experienced administrators and those interested in a career pathway in AE administration.
- * Attendees will earn a certificate of completion for each module attended and special recognition for completing the entire Administrator Leadership 500 series.
- * All certificates of completion will count toward Continuing Education Units (CEUs).
- * Individuals can choose to attend individual modules. Preference will be given to attendees that register for all five sessions. Each workshop will be limited to 30 participants.

Administrator 100

Cracking the Code: Understanding Components of a Successful Program

This session will provide a strong foundation upon which a successful, efficient and effective Adult Education Program is built. Participants will use the IDWD mission statement, the Harvard Model and regional best practices to explore the essential components of a Adult Education Program. Through hands-on activities, participants will be given the opportunity to dialogue with other program administrators, reflect on current practices and begin a Strategic Plan Portfolio which will be used throughout the Administrator Leadership 500 Series and be designed to help administrators implement strategies to improve program performance outcomes.

Date:

Friday, 9/20/13 8:30-3:30

Location:

Ivy Tech Community College-
Fall Creek Center
2535 N. Capitol Ave. Indianapolis IN. 46208

Administrator 200

Beyond Crunching Numbers: Designing and Implementing a Data-Driven Program

This workshop will explore data collection and analysis. Participants will analyze their own program reports to develop strategies to effectively implement programmatic improvements.

Administrators will leave the workshop with real-world knowledge and experience using data reports and improvement plans for their programs. Throughout the session, participants will apply data analysis to prioritize program needs and match improvement areas with resources to make the greatest impact on program outcomes.

Date:

Friday, 11/15/13 8:30-3:30

Location:

Ivy Tech Community College-
Fall Creek Center
2535 N. Capitol Ave. Indianapolis IN. 46208

Administrator 300

Leading the Pack: Core Concepts in Instructional Leadership

Instructional Leadership is a keystone to a successful Adult Education program. Instructional leaders have a strong vision and a laser focus on teaching, learning and increasing student outcomes. This session will explore the key elements of Instructional Leadership in Adult Education. It is important for Instructional leaders to understand the changes happening in the larger world of Adult Education in order to provide detailed information to teachers and staff. Administrators must approach change in a way that motivates and excites. This session will provide Administrators with information about the large changes that are priority in Indiana: Standards-Based Education and High School Equivalency. Participants will be given an opportunity to self-reflect and to focus strategic planning to address Instruction Leadership.

Date:

Friday, 2/14/14 8:30-3:30

Location:

Ivy Tech Community College-
Fall Creek Center
2535 N. Capitol Ave. Indianapolis IN. 46208

Administrator 400

Recruit, Excite, and Motivate: Best Practices in Engagement and Persistence

Administrators are leaders who motivate and influence teachers, staff, students, and the community-at-large to achieve positive results in Adult Education programs. It is imperative that Adult Education programs retain students, help them reach their goals and ensure that program performance goals are met. This workshop will focus on providing strategies and tools to positively impact student persistence and retention, leading to positive student outcomes. Administrators will use a combination of hands-on activities, peer sharing and self-reflection to focus strategic planning efforts on increasing student persistence.

Date:

Thursday, 4/10/14 8:30-3:30

Location:

Sheraton North
(Pre-IAACE Conference Event)
31 W Ohio St, Indianapolis, IN. 46204

Administrator 500

Preparing for the Future: Transitioning Students into College and Careers

This final session of the Administrator Leadership 500 series will focus on transitions as essential components of successful adult education programs. Participants will extend the definition of success to include employment, transitions to post secondary education and the development of 21st century skills

These transitions are directly tied to our outcomes and the markers of student success. Through in-depth discussions and activities, Administrators will investigate innovative practices to ensure students are truly college and career ready including strategies to work more efficiently and effectively with WorkOne partners and local employers.

Participants that have completed all five modules of the Administrator Leadership 500 Series will be given the opportunity to present their Strategic Plan Portfolio that will have been developed throughout the sessions. They will provide valuable insight into the process of strategic planning and present on their proposed project, intended implementation strategy and outcome measurement.

Date & Location:

TBD

July 2014– IDWD Summer Institute 2014



**Be sure to mark your calendars and
check
www.AmplifyAE.com
regularly for details, updates, and
registration information.**

For more information-
please contact Shana McCarron
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