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Welcome to the Regional Leadership Program Manager Certification course website! Here you will find all the learning modules and content materials we will engage with over the next 12 weeks. Please begin exploring, beginning with the [Start Here](#) page.



This course has been designed around Michael Marquardt's Action Learning methods of inquiry. Action Learning is a tool used by numerous organizations to solve urgent and complex issues. In this course participants will use AL to determine underlying causes of regional adult learning issues, and take action for greater problem solving, leadership development, and team building.

Meet Your Action Learning Coaches

Instructional Technology Specialist



Joanne M. Huebner

(804) 828-7537

My role as Instructional Technology Specialist is to provide leadership for the integration of technology into the field of adult basic education. This includes supporting instructional technology services at VALRC and working closely with the instructional technology team to coordinate, design, and implement instructional technology services for adult educators.

Assistant Manager



Maurice Oliver

(804) 827-1234

I have been active in adult education and training since 1989. My time spent at the Adult Career Development Center allowed me to teach GED Writing Skills at the Richmond City Jail, Evening School at George Wythe High School, the Philip Morris Employee Development Center, J. Sargeant Reynolds Community College, and the Adult Career Development Center as a GED instructor.

Action Learning Coach



Coach K

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Action Learning Coach



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Action Learning Coach



Individuals name

949.555.1212 x 123

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Start Here

Pre-Work Assignments

(to be completed before initial F2F meeting)

[Read Action Learning article.](#)

Take Leadership Assessment: http://www.mindtools.com/pages/article/newLDR_50.htm

Select a [leadership skill](#) to practice during the first face-to-face meeting.

Leadership Skills

For each Action Learning session, you will choose one leadership skill to practice. The following list provides you with a sample of leadership skills you may wish to choose.

1. Active Listening
2. Empathy (the capacity to connect with others)
3. Problem Solving
4. Creativity
5. Motivation
6. Facilitation (task-orientation)
7. Resourcefulness
8. Strategic Thinking / Planning
9. Conflict Resolution / Reasoning
10. Self-Confidence
11. Time Management
12. Clarity / Focus
13. Flexibility / Adaptability
14. Positive Attitude
15. Soft Skills / Emotional Intelligence
16. Visionary
17. Prioritization Skills
18. Pick Your Own

Initial F2F Meeting

Morning Session

- Model/Lay groundwork for Action Learning
 - Meet Action Learning Coach (lead with LNRA results)
 - Video segments modeling Action Learning
 - <http://youtu.be/lk-yXSz1kn8>
 - <http://youtu.be/E3Gpf25DMqM>
 - Questions about Action Learning
- Lunch

Afternoon Session

- Team Practice with coaches
 - Identify a leadership skill to practice
 - Notecard Activity "What does it mean to be a region?"
 - Rank the five pillars by relevance/urgency ([project planning with sticky notes](#), watch until 1:30)
 - Introduce and practice S.M.A.R.T Goals writing (pdf. below)
 - Discuss examples of leadership skill demonstrated during today's session

Homework Assignments

- Complete and self-score [MBTI Activity](#)
- Go to this [site](#) to learn more about your MBTI results
- Post MBTI results and comments on the [Results & Research Discussions page](#)

- To prepare for working online for the next 10 weeks, please read http://blogs.hbr.org/cs/2013/04/how_to_avoid_virtual_miscommun.html
 - If you cannot access the file from the link above, a PDF file of the blog post is provided below.

Online Leadership Team Modules

	Introduction	<ul style="list-style-type: none"> • Create team charter
Module 1	Career Pathways	<p>Pre-work: Read article http://www.mindtools.com/pages/article/newTMC_05.htm Using the provided template, create a SWOT about Career Pathways from your localities' perspective</p> <p>Session 1 (60 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Using AL, create a regional SWOT analysis related to Career Pathways based on the individual local SWOTs • Discuss examples of leadership skill demonstrated during session <p>Session 2 (60 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Using AL and the SMART model, write regional goals for Career Pathway pillar • Discuss examples of leadership skill demonstrated during the session
Module 2	Recruitment, Retention & Reporting	<p>Pre-work: Research effective program retention practices in other adult education programs around the country. Post finding on the hub.</p> <p>Session 1a (30 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Using AL, determine strategies for recruiting students for the the GED program. <p>Session 1b (30 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Continue to practice identified leadership skill from session 1

Module 3	Program Management and Instructional Standards	<ul style="list-style-type: none"> • Determine strategies for retaining students to complete the program and earn their GED. • Discuss examples of leadership skills demonstrated during the session <p>Homework: post ideas on discussion board.</p> <p>Session 2 (60 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Build Regional recruitment and retention plan (include SMART goals) • Discuss examples of leadership skill demonstrated during the session <hr/> <p>Pre-work: Read article Preparing Students for the Workplace and Beyond. Bring ideas of how it can be integrated into your building.</p> <p>Session 1 (60 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Using AL, discuss collective research and determine 4 big ideas to build into instructional approaches • Discuss examples of leadership skill demonstrated during the session <p>Homework - conduct a short survey (Survey Monkey or Google Forms) to discover current instructional practices in the classroom; reflect on how big ideas can be built into survey results and incorporated building-wide.</p> <p>Session 2 (60 minutes) - Synchronous</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Draft plan for how to use the big ideas region-wide. Ex: "April is technology month across region 36" • Discuss examples of leadership skill demonstrated during the session
Module 4	Professional Development	<p>Pre-work: Each participant should poll (Survey Monkey or Google Forms) their instructors to discover in-house</p>

Module 5	Monitoring & Evaluation	<p>professional development needs and identify 1-3 themes. Research professional development best practices.</p> <p>Session 1</p> <ul style="list-style-type: none"> • Identify a leadership skill to practice • Using AL and mind-mapping, create a regional professional development plan to include themes and tools for ongoing monitoring and evaluation • Discuss examples of leadership skill demonstrated during the session <p>Homework: Each participant creates their own localities' in-house professional development plan that address specific needs identified by their instructors and staff that may not be addressed in the regional plan.</p>
		<p>Pre-work: Review video clip that introduces the problem/question to be discussed. Identify a program goal that is not meeting NRS performance targets.</p> <p>Session 1 -</p> <ul style="list-style-type: none"> • Identify leadership skill to practice • Using AL, a volunteer will share the program they identified in the pre-work and ask the group for suggested program improvements • Discuss examples of leadership skill demonstrated during the session

Results & Research Discussions

Effective Retention Practices in Adult Ed.

posted May 1, 2013, 3:52 PM by Lindsey Layne

[\(Edit post\)](#)

MBTI Results

posted May 1, 2013, 3:46 PM by Lindsey Layne [updated 11 hours ago]

ISTJ	ISFJ	INFJ	INTJ
ISTP	ISFP	INFP	INTP
ESTP	ESFP	ENFP	ENTP
ESTJ	ESFJ	ENFJ	ENTJ

Go to this [site](#) to learn more about your MBTI results!

[\(Edit post\)](#)

posted Oct 19, 2009, 10:41 PM by Joanne Even [updated May 1, 2013, 3:49 PM by Lindsey Layne]

Final F2F Meeting

Pre-work Assignments

(to be completed before final F2F meeting)

- Visit local and [state](#) adult education websites to research and collect ideas about developing the content map for a regional website.
 - What information did you find helpful?
 - How easy was it to find information about the organization's adult education program?
 - Was the website "user friendly"? Why or why not?
 - What were the most common pieces of information found on these sites?
- Revisit "Thought Jot" to compare course experience to initial thinking about regional leadership

Morning Session

- Team reflections about Action Learning and the online experience (regional to individual)
- Action Learning Session:
 - Identify leadership skill to practice
 - Share website research and ideas
 - Use the S.M.A.R.T format to build goals for a regional website

Break / Lunch

Afternoon Session

- Begin drafting regional website content map

Examples of content maps:



