

New Program Director Orientation Kentucky	
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As you began the development process of your program director orientation, how did you involve the field?	<p>The content of our orientation training for new program directors is based on student outcome data, GED data, NRS data and the goals and priorities of Kentucky Adult Education and the Council on Postsecondary Education (CPE). The KYAE Leadership team determines the agenda each year based on data review and priorities. In addition, the training evaluations are reviewed and revised based on comments from participants.</p> <p>As part of the workshop, we had a panel of experienced program directors to answer questions.</p>
What did you use to guide the development of the orientation (e.g., models from other states, practitioner standards, etc.)?	The agenda was formed from the <i>Five Critical Questions for Adult Education</i> ; the program director competencies were built into the content of the workshop. Reviewing statewide data was also a key component in developing the agenda.
What are the components and requirements for your orientation process? Is it mandatory or voluntary?	<p>1. <i>Orientation to Adult Education</i> online is required to be completed within 90 days of hire. 2. Three days of face-to-face training (one day with a two-day follow-up one month later-- <i>Program Leadership Part I & Part II</i>).</p> <p>Additional required workshops that include:</p> <ul style="list-style-type: none"> • Introduction to TABE & Diagnostic Tools • NRS online modules (6) • Administering the OPT • Scoring the GED Essay • The Program Director as an Instructional Leader (online course). <p><i>These required courses are to be completed in one year if full-time or two years if part-time.</i></p>
How are you (or will you be) measuring and tracking the impact of the orientation process?	Level 3 evaluation (Follow-up Questionnaire) is emailed to participants two months after the face-to-face Orientation to Program Leadership training program to see if they have used the new knowledge as a result of the workshop, e.g., have they changed their practice; started doing something they hadn't been doing before or stopped doing something that they had been doing incorrectly.

	<p>Participants are required to complete a program self-review between the two workshops. The KYAE regional associates review the forms and may conduct a site visit as a follow-up to address the needs of the new program director.</p>
<p>What recommendations would you give to a state interested in pursuing a similar orientation process?</p>	<ul style="list-style-type: none"> • Use statewide data to determine workshop agenda. Data can include NRS outcome data and program director needs from the self-assessment. • Build an orientation program around the state goals and priorities. • Have ongoing training and support for new program directors throughout the year. • Break the training into manageable “chunks.” • A blended approach works best—both online and face-to-face. • Make the training mandatory and encourage veteran program directors to take the workshop as a refresher every five years. • Use the training as part of technical assistance for struggling programs (require those program directors to attend).
<p>How could they use what you’ve developed to adapt to their own state? What kinds of costs would be involved?</p>	<p>Developing an online course is the major expense.</p> <p>Kentucky is willing to share anything mentioned in this form. Please contact sandra.kestner@ky.gov</p>