

New Program Director Orientation	
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As you began the development process of your new teacher (or program director) orientation, how did you involve the field?	<ul style="list-style-type: none"> • This online course is a joint venture of ProLiteracy America and NAEPDC. • The content will be piloted with local directors across the country from December, 2007 – March, 2008. Revisions will be made based on field input. • The course will be available in the spring, 2008.
What did you use to guide the development of the orientation (e.g., models from other states, practitioner standards, etc.)?	<ul style="list-style-type: none"> • Content from other state orientation models was reviewed including Michigan, North Carolina, Indiana, West Virginia, and Connecticut. • The ProNet management competencies were also reviewed to guide content topics.
What are the components and requirements for your orientation process? Is it mandatory or voluntary?	<ul style="list-style-type: none"> • Six-hour online course to be followed by state-developed/provided face-to-face training and support • Components <ul style="list-style-type: none"> ○ Lesson 1: Introduction to Adult Education ○ Lesson 2: Characteristics of Adult Learners ○ Lesson 3: Recruitment, Orientation, and Intake ○ Lesson 4: Assessment, Curriculum and Instruction ○ Lesson 5: Program Management ○ Lesson 6: Professional Development • Course includes investigative assignments, audio, video, discussion boards, lots of downloadable resources, and comprehension quizzes. • Participation requirements will be

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	determined by each state.
How are you (or will you be) measuring and tracking the impact of the orientation process?	<ul style="list-style-type: none"> • States can access electronic status reports on course completion of their local directors. • Comprehension of content is measured through lesson quizzes and a final course exam. • Course evaluation is built in to the online course. • States will be asked to measure the impact and application of the orientation course based on the increased knowledge base that their new directors bring to the follow-up face-to-face training conducted by the state.
What recommendations would you give to a state interested in pursuing a similar orientation process?	<ul style="list-style-type: none"> • New director orientation needs to be a one-two year process, not just a single orientation workshop. • Using an online course as a precursor to face-to-face orientation training provides immediate information to new directors as soon as they assume their new roles and responsibilities. • An effective mentoring process is an important supplement to the online and face-to-face orientation training.
How could they use what you've developed to adapt to their own state? What kinds of costs would be involved?	<ul style="list-style-type: none"> • The course will be available in the spring, 2008. • States can either contract with ProLiteracy for a group rate or individual directors can access and pay for the course directly. • The cost will be \$129/participant.

