

AEP TAP Presents: Onboard Training for New Consortia Leads

“Building the Leader in You to Move Your Consortia Forward”

Thursday, September 27th, 2018

9:00 a.m. – 5:00 p.m.

The New Consortia Lead onboarding training will provide the skills and knowledge necessary to achieve maximum effectiveness as new Administrators in this role, to ensure consortia goals are aligned with the goals of the AEP program, and to provide the necessary tools to overcome possible challenges.

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| 8:00 to 9:00 | Continental Breakfast |
| 9:00 to 9:10 | Welcome to AEP and Introductions!
Presented by Diana Batista
<i>Introductions and to provide the purpose of the training and overview of the training agenda.</i> |
| 9:10 to 9:30 | Overview of the AEP Program and Legislative Update
Presented by Carolyn Zachry and Javier Romero
<i>To provide a brief overview of the purpose of adult education and to provide an update on funding and answer any questions related to the AEP program.</i> |
| 9:30 to 10:00 | Program Guidance
Presented by Neil Kelly
<i>To provide a walk-through of procedures, guidance, timelines and reporting requirements for the AEP program.</i> |
| 10:00 to 10:20 | Overview of AEP TAP and Website Live Demo
Presented by AEP TAP Staff
<i>To provide an overview of the services provided by TAP, how to request support, and how to navigate the new California Adult Education website.</i> |
| 10:20 to 10:30 | Break |
| 10:30 to 11:15 | Quality Leadership Workshop
Presented by AIR Staff
<i>To provide a workshop on the components of quality leadership in a consortium setting, including a leader’s role, student success centered decision-making, and consortium growth.</i> |
| 11:15 to 12:00 | OTAN Integrated Technology Workshop
Presented by OTAN Staff
<i>To provide a workshop on how to effectively use technology to efficiently run a consortium.</i> |
| 12:00 to 1:00 | Lunch with Group Networking Activity |

- 1:00 to 2:15 **NOVA Live Demonstration**
Presented by Nicole
To provide an overview of NOVA and a live demonstration on how to use the various reporting functions.
- 2:15 to 3:15 **Using Student Data to Inform Consortium Decision-Making**
Presented by Pat Rickard and Jay Wright
A workshop on how to use your AEP student data to compare and contrast results with all member agencies, and inform consortium-level decision-making.
- 3:15 to 3:30 *Break*
- 3:30 to 4:15 **How to Run a Consortium**
Moderators John Fleischman and Bob Harper with a panel of experts
To provide guidance on the role of a consortium lead; administrative oversight; how to assess the needs of the region; collective consortium decision-making; how to prepare for and run a public meeting; and regional collaboration
- 4:15 to 4:50 **What's in your AEP Planning Toolbox?**
Presented by the AEP Office & Planning Experts, Neil Kelly and Randy Tillery
A brief walk through the AEP planning framework, fact sheets, and process tools. This will help prepare new consortia leads for the Friday Consortia Leads event.
- 4:50 to 5:00 **Wrap-up**
Announcements of upcoming professional development activities and how to contact TAP to request support
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