

**Nontraditional Technical Assistance Project
 Technical College System of Georgia
 Georgia Department of Education**

The Five Step Program Improvement Process Training

**Thursday, January 29, 2009
 Educational Training Centers
 9:30 am – 3:30 pm**

Facilitators Agenda

Time	Topic	Directions	Handouts
8:30 – 9:30	Registration	Greet participants and handout packets. Give brief orientation to room and use of technology	Conference packet ETC information
9:30 – 9:45	Welcome and Introductions	On screen	none
9:45 – 10:00	Why Nontraditional Careers?	On screen power point presentation – Mimi Lufkin	Power point handout
10:00 – 10:30	Startling Statements	Handout startling statements questions – assign one question to each participant. Follow activity instructions – see attachment	Startling Statements Questions Startling Statements Answers
10:30 – 10:45	Orientation to Training Materials	On screen	Conference packet
10:45 – 11:00	Break		
11:00 – 12:00	Step One: Documenting Performance Results	On screen	Power point handout
	Local Data Worksheets	Handout local data resource sheet – data for each college and high school. Facilitate local data worksheet completion with on screen assistance.	Local data resource sheets Local planning worksheet

12:00 – 12:30	Step Two: Identifying Root Causes	On screen	Root Causes and Strategies
12:30 – 1:30	Lunch		Suggested lunch locations and directions
1:30 – 2:00	Root Causes Exercise	Facilitate small group root causes exercise – see facilitator instructions Facilitate individual root cause exercise – see facilitator instructions	Root causes cards Masking tape Marking pens Dots (4 per person) Root causes wall papers
2:00 – 2:45	Step Three: Selecting Effective Strategies	On screen	Root Causes and Strategies
2:45 – 3:15	Team Planning Summary and Reporting	Facilitate team planning and report out – see facilitator instructions	Local planning worksheet
3:15 – 3:20	Evaluation	Handout and collect evaluation	Evaluation
3:20 - 3:30	Follow-Up Plan	On screen	

Packet and Copying Instructions-

Arriving via UPS-

NAPE brochure

10 copies of the American Careers Magazine for Parents – Nontraditional Careers issue

Posters – Johnson and Johnson nursing posters and Minnesota State Colleges and Universities Nontraditional Careers posters

Stereotypes and Myths about Women and Girls in STEM handout

Electronic files – (copying instructions)

- Agenda (1 page single sided)
- Power point (handout 9 slides to a page – double sided - collate and staple)
- Startling Statements Quiz (2 pages single sided – do not collate)
- Generic 5 Step Process Handout (copy one for each participant)
- TCS Data Resource Sheets
 - Non-tradReport.pdf (copy enough of each college’s page for team members attending your site)

- Non-tradbyGenderFY2008.xls (copy one for each participant)
- Non-trad Detail College Program.xls (this is a 20 page document when all college's data is printed. Print as many copies as needed so you have one for every team)
- DOE Data Resource Sheets
 - GA Secondary Nontrad_Performance Data by System_05_06_07.xls (copy of one for each participant)
 - Secondary Nontraditional Worksheet.xls (FYI only – each high school team is supposed to bring this completed for their site)
- Local Planning Worksheet (copy one for each participant)
- Root Causes and Strategies Handout (Improving_Performance_of_Perkins_III.pdf) (Copy Chapter 6 only for each participant – double sided, collated and stapled)
- Root Causes Cards (prepare bundle for every five or less participants – see root causes instructions for copying instructions)
- Evaluation (copy one for each participant – collect and send to Francine Shuman)

Supplies List

- Flip chart paper
- Colored marking pens
- Masking tape
- Colored dots (enough for four to each participant)

Packet- Assuming double pocket folder

Left (front to back)

Agenda
 Power Point Handout
 Local Planning Worksheet
 Root Causes and Strategies Handout
 Evaluation

Right (front to back)

NAPE brochure
 Myths brochure
 Five Step Process handout

I would recommend that you keep all other materials set aside and hand them out when we use them. They include:

Startling Statements Quiz

Startling Statements Answers

TCS Data Resource Sheets (3)

DOE Data Resource Sheet (1)

Root Causes Cards

Root Causes Individual Voting Sheets to post on the walls

American Careers Magazines

Posters