

# **Professional Development Guide**

**Topic: Program Management** 

This LINCS Professional Development Guide for Program Management shares evidence-based professional development learning opportunities through the Literacy Information and Communication System (LINCS) for instructors, program administrators, professional developers, state staff, and more. LINCS is a national leadership initiative of the U.S. Department of Education's Office of Career, Technical, and Adult Education (OCTAE), which seeks to expand evidence-based practice in adult education.



## **LINCS Community**

The <u>LINCS Community</u> provides adult educators with opportunities to ask questions, learn from peers, share expertise, and attend virtual live events presented by experts in the field. The 13 moderated online Community groups focus on core professional development topics, and the corresponding group for this topic is listed below. Instructions on how to join a group are available on each group's home page. Join and subscribe to notifications today!

Link to Join	Target Audience
I Program Management Group*	Adult education program administrators of adult basic, adult secondary, and/or adult
	English language programs, and others.

<sup>\*</sup>A LINCS account is required to join, and to post and reply in discussions. Certificates of attendance are provided for live events.



#### **LINCS Courses**

<u>LINCS courses</u> are evidence-based, self-paced professional development online courses for adult educators. Below are courses available for this topic with downloadable certificates of completion.

Log in or create an account to take courses.

Self-Paced Courses Available	Time	Target Audience
Adult Career Pathways: Building Bridge to Adult Career Pathways	3 hrs	Program administrators, professional developers, and others
Adult Career Pathways: Building Strategic Partnerships— Engaging Employers	3 hrs	Program administrators, professional developers, and others
Creating Adult Pre-Apprenticeships	8 hrs	Program administrators and others
<u>Diversity, Equity, and Inclusion (DEI): From Awareness to Action</u>	6 hrs	All audiences
Integrated Education and Training Design Toolkit	4 hrs	Program administrators and others
Universal Design for Learning—Improving Systems for Work and Learning	1.5 hrs	Instructors, program administrators, professional developers, and others



#### **LINCS Learner Center**

The <u>LINCS Learner Center</u> provides adult learners with free online resources they can explore around reading, math, science, English, job skills, citizenship, health, and more. Specific resources on this topic that instructors can share with their adult learners are below.

Resources to Explore	Target Audience	
Refer instructors to the LINCS Learner Center for online resources to suggest to help learners reach their goals.	Adult learners, instructors	



#### **LINCS Resource Collection**

The <u>LINCS Resource Collection</u> provides high-quality, evidence-based instructional resources for use by adult educators. Search the collection by category, keyword, or date to generate a list of resources by publication date. For resources on the topic, go to the collection for <u>Program Management</u>. Below are selected resources to get started.

Selected Resources	Target Audience	
Adult Education Strategies: Identifying and Building Evidence of Effectiveness	Program administrators, instructors, and others	
Compendium of Innovative Practices: Secondary Credentialing Programs for Adults	Program administrators, instructors, and others	
Integrated Education and Training Design Toolkit and Train-the-Trainer Resources	Program administrators, instructors, and others	
Remote Adult ESOL Case Studies	Program administrators, instructors, and others	
Self-Study Guide for Evidence-Based Practices in Adult Literacy Education	Program administrators, instructors, and others	
Technology-Based Coaching in Adult Education Toolkit	Program administrators, instructors, and others	



#### **LINCS State Resources**

LINCS offers facilitated <u>technical assistance and professional development opportunities</u> directly to states by request. Monthly "universal" technical assistance webinars are also offered to all state staff and programs on a range of topics, with recordings available on the <u>LINCS ED YouTube</u> channel. Use the <u>State Technical Assistance Request form</u> to request <u>training</u> on topics listed below, or any topic in the LINCS training catalog.

State Training Available by Request	Time	Mode
Implementing Induction: Strengthening Teacher Practice (TE)	Half day	Virtual or in person
Using the Adult Education Teacher Competencies (TE)	Half day	Virtual or in person

### **LINCS Federal Initiatives**

LINCS provides information on <u>federally funded technical assistance initiatives</u> in adult education. The federal initiatives related to this topic are listed below.

	Federal Initiatives in Adult Education
•	Promoting Teacher Effectiveness in Adult Education
•	Standards-in-Action Resources and Professional Development
•	STudent Achievement in Reading (STAR)
•	Supporting Student Success
•	Teaching Excellence in Adult Education (TEAL)
•	Teaching Skills That Matter in Adult Education
•	Universal Design for Learning