



ACSA Presents...

Adult Education 101 - A Full Day Pre Conference Workshop for Administrators New to Adult Education November 7, 2012

Offered as part of the Adult Education Strand at ACSA's Leadership Summit in San Diego, this full day workshop will help you discover the critical issues, strategies, resources and knowledge necessary to ensure your success as a new adult school administrator. Hear from current and former adult school administrators who will share their expertise. Topics include:

Adult Education Overview – Gain a big picture understanding of what adult education in California is. Learn about related Education Code, the variety of programs you can offer, and common pitfalls to avoid.

Personnel – Hear from the experts about hiring the most qualified staff, credentialing new teachers, and supporting all staff. Discuss the importance of observation and evaluation to support staff retention and student achievement.

Marketing – Discover new ways of communicate your program's mission, goals and outcomes to perspective students. Adult Education leaders will share their expertise and their successes in marketing their programs.

Funding & Budgets – Explore possible Adult Education revenue streams from state, federal and other grant sources. Understand how these funds affect your ability to offer classes. Discuss sound practices of budget development and on-going monitoring.

Partnerships –Hear how to develop and maintain valuable connections with businesses, community organizations, and other educational institutions. Forming partnerships in and outside your district has never been more critical.

Administrators new to Adult Education who register for the full **ACSA Leadership Summit** in San Diego Nov 8-10, 2012 are invited to participate in this full day pre conference for just \$55 For just the price of your lunch, you will have an opportunity to attend this invaluable pre- conference session on Wednesday, November 7, 2012 from 10:00AM-5:00PM. Experienced Adult Ed Leaders from around the state will be presenting, and will join you for lunch and networking.

Note: ACSA's pre conference workshop on November 7 is not offered as a one day registration. Full Leadership Summit registration plus \$55 is required to attend. For more information and registration forms about the Adult Ed Strand and Leadership Summit, will be available in mid May at www.acsa.org/leadershipsummit or call Chris Giffin at (650) 259-3423 (800) 608-2272.