

Program Planner Series

This series of instructor courses is designed to aid the EMS instructor in democratically negotiating the program planning process. Understanding issues of power, interest, and practical action in planning decisions about continuing education programs is critical in conducting effective continuing education programs. Viewing program planning as a social activity where negotiating interests in relationships of power is the focus of this series. Outside reading and several individual work assignments will build upon one another throughout the series to develop good program planning skills. Enough time is scheduled between levels to ensure ample opportunity to complete each assignment and are prerequisites for the next level. The course facilitator will be available and will expect interaction, virtually or in person, to help participants develop and refine deliverables. Participants without completed assignments will not be allowed to progress to the next level.

Level 1: Negotiating the Program’s Needs Assessment

This 8-hour course introduces the instructor to the Cervero & Wilson (2006) model of program planning. Participants will be engaged in learning activities focused on deciding who program stakeholders are, whose interest matters, power relationships that exist during the assessment process, connecting stakeholders’ needs to the historical and social context, and democratically negotiating these needs. This perspective raises awareness of the real-life values and politics present in the needs assessment process and not reducing the process to a simple technical process. Following this course, participants will conduct a needs assessment in their organization, with particular attention paid to the political concerns for use in the second level.

Prerequisites: None

Tuition: \$80.00

Text: **Required:** *Working the Planning Table: Negotiating Democratically for Adult, Continuing, and Workplace Education*, Cervero & Wilson, available at the Arapahoe Community College Bookstore

Education Credit: 8 continuing education units

Date	Day	Time	Registration Encouraged By
April 30, 2010	Friday	8:00 AM – 5:00 PM	April 23, 2010

Level 2: Negotiating the Program’s Educational, Management, and Political Objectives

This 8-hour course builds upon the principles and activities in Level 1 by using the data collected during the needs assessment. Participants will engage in learning activities focused on identifying the three types of objectives, prioritizing these objectives, and using these objectives to inform programmatic decisions. Attention will focus on anticipating how power relations frame the negotiation of objectives. Following this course, participants will develop a strategy for negotiating the power relationships and develop program objectives for the program need identified in level 1.

Prerequisites: • Successful completion of Program Planner Level 1: Negotiating the Program’s Needs Assessment

Tuition: \$80.00

Text: **Required:** *Working the Planning Table: Negotiating Democratically for Adult, Continuing, and Workplace Education*, Cervero & Wilson, available at the Arapahoe Community College Bookstore

Education Credit: 8 continuing education units

Date	Day	Time	Registration Encouraged By
May 21, 2010	Friday	8:00 AM – 5:00 PM	May 14, 2010

Level 3: Negotiating the Program’s Instructional Design and Implementation

This 8-hour course builds upon the principles and activities in Level 2 by designing the instructional strategies and learning activities for the program need identified in Level 1. Participants will engage in activities to manage the politics of selecting and organizing content and selecting program formats and instructional strategies. Additionally, issues surrounding the politics of selecting and preparing instructional leaders are addressed. Following this course, participants will develop their program to include format and instructional strategies.

Prerequisites: • Successful completion of Program Planner Level 2: Negotiating the Program’s Educational, Management, and Political Objectives

Tuition: \$80.00

Text: **Required:** *Working the Planning Table: Negotiating Democratically for Adult, Continuing, and Workplace Education*, Cervero & Wilson, available at the Arapahoe Community College Bookstore

Education Credit: 8 continuing education units

Date	Day	Time	Registration Encouraged By
June 11, 2010	Friday	8:00 AM – 5:00 PM	June 4, 2010

Level 4: Negotiating the Program’s Administrative Organization and Operation

This 8-hour course builds upon the principles and activities in Levels 1 through 3 by taking the developed program and addressing the variety of administrative tasks necessary to bring the program fully into existence. These tasks include program finance, marketing, location, and administration. Following the course, participants will develop strategies to attend to these issues for their program.

Prerequisites: • Successful completion of Program Planner Level 3: Negotiating the Program’s Instructional Design and Implementation

Tuition: \$80.00

Text: **Required:** *Working the Planning Table: Negotiating Democratically for Adult, Continuing, and Workplace Education*, Cervero & Wilson, available at the Arapahoe Community College Bookstore

Education Credit: 8 continuing education units

Date	Day	Time	Registration Encouraged By
July 9, 2010	Friday	8:00 AM – 5:00 PM	July 2, 2010

Level 5: Negotiating the Program’s Formal and Informal Evaluation

This final 8-hour course will build upon the principles and activities in Levels 1 through 4 by taking the developed program and planning how to evaluate its effectiveness. Participants will engage in activities that address how to evaluate programs based on educational, management, and political objectives, how to manage the politics of evidence and criteria, anticipating how power relations frame program evaluations, and how to democratically evaluate a program. Following this course, participants will develop an evaluation strategy for their program to measure program effectiveness.

Prerequisites: • Successful completion of Program Planner Level 4: Negotiating the Program’s Administrative Organization and Operation

Tuition: \$80.00

Text: **Required:** *Working the Planning Table: Negotiating Democratically for Adult, Continuing, and Workplace Education*, Cervero & Wilson, available at the Arapahoe Community College Bookstore

Education Credit: 8 continuing education units

Date	Day	Time	Registration Encouraged By
July 30, 2010	Friday	8:00 AM – 5:00 PM	July 23, 2010

Following the conclusion of all five courses in the program planner series and delivery of the educational program participants develop, a follow-up learner achievement evaluation will be conducted. The purpose of this evaluation is to review the formative and summative program evaluations and assess the quality and effectiveness of the program developed. Suggestions for improvement and/or alternative strategies for participants’ programs will be offered, but these improvements are not considered part of the instructional designer series.



Program Planner Series Registration Information

- Location:** HealthONE EMS, 333 W. Hampden Ave., Suite 200, Englewood, CO 80110
- Prerequisites:** See above
- Tuition:** \$80.00 each level
- Text:** See above
- Education Credit:** 8 continuing education units each level
- Registration:** Registration encouraged by the date listed above to reserve your space. Send your registration form, prerequisite documentation, and payment to: HealthONE EMS, 333 W. Hampden Ave., Suite 200, Englewood, CO 80110. Payment and prerequisite must be enclosed with registration to confirm a seat in the class.
- Cancellation:** Cancellation notice must be received in writing 5 working days prior to the beginning of class to qualify for a partial refund. A \$30.00 administrative fee will be assessed for any cancellation.

-----Clip and Mail-----

Program Planner Series Course Registration Form

Dates you would like to register for:					
Last Name	First Name	M.I.			
Address		City	State	Zip	
Home Phone	Cell Phone	HealthONE EMS Membership #			
Work Phone	Email	Last 4 SSN			
Agency					
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Credit Card #	Exp. Date	/	
Cardholder Name		Signature			
We must have your expiration date and signature to accept payment with a credit card.			Amount Enclosed	\$	
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Cash	<input type="checkbox"/> PO#		
How did you hear about this course?					
<input type="checkbox"/> Agency	<input type="checkbox"/> Web page	<input type="checkbox"/> Flyer	<input type="checkbox"/> Catalog	<input type="checkbox"/> Other	

Phone: 303-788-6317

Fax: 303-788-7656

www.healthoneems.com