

CONTINUING EDUCATION PROGRAMMER/COORDINATOR

(A SKILL PROFILE FOR PROFESSIONAL DEVELOPMENT)

DEVELOPED BY:
 CENTRE FOR CONTINUING EDUCATION
 THE UNIVERSITY OF BRITISH COLUMBIA
 DEVELOPED FOR:
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ASSESS COMMUNITY NEEDS A	DETERMINE COMMUNITY STRUCTURE 1	CONSULT WITH COMMUNITY REPRESENTATIVES 2	PARTICIPATE IN COMMUNITY ACTIVITIES 3	CONDUCT FORMAL AND INFORMAL RESEARCH 4	IDENTIFY COMMUNITY NEEDS 5	DETERMINE PRIORITIES 6			
	PREPARE PROPOSALS 1	PREPARE BUDGETS 2	ADVISE ON CURRICULUM DEVELOPMENT OR REVISION 3	OBTAIN DESCRIPTIONS & OUTLINES 4	LOCATE FACILITIES AND SCHEDULE ACTIVITIES 5	RECRUIT INSTRUCTORS 6	OBTAIN SUPPLIES AND EQUIPMENT 7	DEVELOP INSTRUCTIONAL RESOURCES 8	
	PROMOTE & MARKET COURSES & PROGRAMS C	IDENTIFY TARGET POPULATION 1	SELECT ADVERTISING MEDIUM 2	PREPARE ADVERTISING 3	PLACE AND DISTRIBUTE ADVERTISING 4	CONDUCT PUBLIC RELATIONS 5			
	MANAGE COURSES AND PROGRAMS D	REGISTER PARTICIPANTS 1	MANAGE BUDGETS 2	MANAGE FACILITIES 3	RESOLVE COMPLAINTS 4	MANAGE ADMINISTRATIVE DETAIL 5			
	MANAGE PERSONNEL E	ORIENT INSTRUCTORS 1	FACILITATE INSTRUCTOR TRAINING 2	PROVIDE INSTRUCTIONAL SUPPORT 3	RELATE TO SUPPORT STAFF 4	MANAGE TIME & WORKLOAD 5			
	PRACTISE COMMUNICA- TION SKILLS F	WRITE REPORTS 1	COMPILE STATISTICS 2	PROCESS FORMS 3	PREPARE CORRESPONDENCE 4	CONDUCT INTERVIEWS 5	PERFORM ADVISORY ROLES 6	COMMUNICATE PUBLICLY 7	COMMUNICATE INTER-PERSONALLY 8
	CONDUCT EVALUATION G	EVALUATE PROGRAMS 1	EVALUATE COURSES 2	EVALUATE INSTRUCTORS 3	CONDUCT SELF EVALUATION 4				