



**UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF VOCATIONAL AND ADULT EDUCATION**

Workshop Goals

- Enhance new State directors' knowledge of program requirements and other key components and the Adult Education and Family Literacy Act (AEFLA) and applicable formula grants administration requirements from the Education Department regulations and OMB Circulars
- Provide new State directors with the resources and tools needed to effectively manage day-to-day State-level adult education operations consistent with federal law and relevant regulations
- Facilitate development of mentoring relationships among experienced and new State directors and foster networking relationships among new directors who share similar experiences

Tuesday, October 20, 2009

Fundamentals of AEFLA and Federal Grants Policy

Registration

Welcome/Introductions/Objectives of the Meeting

Administering the State Program: Key State Responsibilities

Basic Grants to Providers: Award Considerations

Working Lunch

Brown Bag Lunch Discussion

Basic Grants to Providers: Monitoring Local Programs

**Creating and Implementing Vision for Adult Education Through the
Federal State Planning Process**

Small Group Meetings

Wednesday, October 21, 2009

Accountability: Quality Data Systems and Fiscal Administration

Today's Objectives

Understanding the AEFLA State Director's Fiscal Responsibilities

Financial Statuses Report and Maintenance of Effort Group Activity

Individual State Activity and Technical Assistance

Introduction to the NRS: Background and Context

Lunch (on your own)

Accountability: NRS Performance Measures and Data Quality Standards

Exercise: Data Quality IQ

Small Group Meetings

Progress Assessment

Thursday, October 22, 2009

Leadership Activities and Peer Advice

Today's Objectives and "After the Workshop" Resources

Section 223 State Leadership: Are You Ready to Lead?

Experienced State Directors Panel

DAEL Vision for National Activities and Portfolio of Projects

DAEL's Multi-Source, Data-Driven Monitoring Process

Wrap-Up

Adjournment

Pre-Scheduled Time with Area Coordinators