



FLED INSTITUTE

FLED INTERNATIONAL LEADERSHIP INSTITUTE

ABUJA - NIGERIA

RC: 865275

...The Graduate Leadership School

GUIDE FOR PROGRAM COORDINATORS/FACULTY MEMBERS

The Role of Program Coordinator:

All Program Coordinators will need the following attributes:

- Desire to act as course trainer and faculty
- Good level of ICT literacy especially Powerpoint and Excell
- Good communication skills
- User focused approach
- Ability to adapt the course materials to make them appropriate to local conditions
- Ability to evaluate the course materials and process and provide a final report
- Ability to make recommendations for improvements to the course material and process
- The following skills and experience are desirable:
 - Experience in running training activities
 - Experience of participatory, interactive teaching

The Main Tasks for a Program Coordinator include:

- Reviewing the course content prior to start of the course to ensure it is appropriate
 - Reviewing the materials and adapting them to reflect local interests and resources where possible
 - Communicating with the CD and Faculty persons as necessary before the course
 - Making suggestions for revisions as appropriate
 - Preparing for the workshop to familiarise with the materials
 - Ensuring you are familiar with all the resources to be used and demonstrated during the course
 - Administering the pre-course assessment to all participants in advance of the course.
- Plus where applicable:**
- Liaising with the CD to submit proposed course budget to the Institute for approval
 - Ensuring that any necessary course materials are available to the participants (where possible and necessary)

The Associate Program Coordinator Role

The Associate Program Coordinator's role is one of support for the Faculty and an opportunity to learn from them with regards to the course materials and processes. The Associate faculty has valuable local knowledge that can be usefully shared with the Lead Faculty and used to improve the course materials.

The main tasks for an Associate Program Coordinator in preparation for Courses include:

- Reviewing the workshop content prior to start of the course to check the suitability of the content and
 - make suggestions for appropriate local resources and references
 - make suggestions for local subject matter experts who may be willing to facilitate part of the course
 - make suggestions for revisions as appropriate
- Reviewing the materials and suggesting adaptations which would reflect local interests and resources where possible
- Sharing suggestions for local resources which could be included
- Communicating with the PC and Faculty as necessary before the course
- Attending a short meeting to discuss the course with the faculty, the day before the course

The main tasks for a Faculty during the Course include:

- Facilitating the course at the agreed venue and dates
- Responding to the needs and interests of the participants as much as is reasonably possible
- Taking notes and suggestions during the course for areas of improvement or recommended changes for future course
- Attending a short meeting to discuss the course with the Associate faculty and administrator the day before the course
- Participating in a short review meeting with the workshop Associate faculty at the end of each day, to discuss how the day went and to identify any changes or improvements
- Participating in a longer final review meeting after the course has finished (at the end of the final day or on the following day)
- Administering the post-workshop assessment to all participants either in the closing session of the course or within one week of the end of the course.

The main tasks for a Faculty after the Course include:

- Submitting an event narrative report within 4 weeks of the completion of training, including suggested improvements/changes for later courses and an analysis of participant feedback (an event report template will be provided by the Institute, together with a summary of participant feedback if this was given online)

The main tasks for an Associate Faculty during the workshop include:

- Attending the entire course
- Taking notes and suggestions during the course for areas of improvement or recommended change to the materials or process
- Taking notes to help guide facilitation of the course
- Asking questions of and learning from the Lead faculty to clarify any parts of the materials or process

- Participating in a short review meeting (15–30 minutes) with the Lead Faculty at the end of each day
- Assisting in group discussions, report back sessions and hands-on sessions during the course
- Distributing, collecting and summarising course evaluation forms
- Participating in a longer final review meeting after the course has finished (final or following day)

The main tasks for an Associate Faculty after the Course include:

- Organising and running additional follow-on training activities associated with the course.
- Submitting an event narrative report within 4 weeks of the completion of training, including suggested improvements/changes for later courses and an analysis of participant feedback (an event report template will be provided by the Institute, together with a summary of participant feedback if this was given online)

Support available for Faculty

The Faculty members get support from FLED Institute staff and other colleagues who are involved in facilitating and administering the courses.

The Institute provides all the necessary materials for the workshop, including course content which could be adapted, and is always available to answer any queries Faculty members or Campus Directors might have.

Honoraria are paid to Faculty members according to the Institute’s Faculty Payment Terms.

Faculty may receive financial support when attending/facilitating courses in a different country or away from their place of work in the form of:

- Travel expenses
- A daily subsistence allowances
- Accommodation costs

For inquiries, please contact:

Dean of Programs

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