

# FLORIDA DEPARTMENT OF EDUCATION



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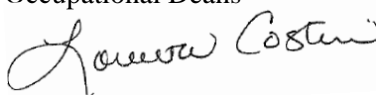
Loretta Costin, Chancellor  
Division of Career and Adult Education



October 15, 2010

## MEMORANDUM

**TO:** Technical Center Directors  
Florida College Occupational Deans

**FROM:** Loretta Costin 

**SUBJECT:** Postsecondary Teacher and Administrator Programs

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The Perkins Professional Development Institute is offering wonderful expanded programs that are available **FREE** to postsecondary CTE teachers and administrators. These programs were previously only available to new postsecondary CTE teachers and administrators but have now been opened to all full-time postsecondary CTE teachers and administrators.

**TEACHER TRAINING** - This program provides an opportunity to learn the latest techniques to develop, sequence, and manage instructional events and activities to promote student learning. Focus will be on effective planning and implementation of new instructional strategies, measurement, and documentation of student achievement. This training will be delivered via a non-facilitated e-learning program available 24/7.

**ADMINISTRATOR TRAINING** - This program provides high quality training experiences that focus on specific knowledge and skills designed to improve performance for all postsecondary Career and Technical administrators. Instruction includes funding issues, business partnerships, ethical issues, methods and use of program and data evaluation and effective communication strategies. This training is available in a modular format allowing administrators to select modules which will meet their needs and will be delivered via a non-facilitated e-learning program available 24/7.

For further information or questions on either program, contact Brian Voge at Central Florida College at 352-854-2322, ext. 1669 or e-mail [vogeb@cf.edu](mailto:vogeb@cf.edu).

Thank you.

LC/sk

Attachments