

# Lennox's Super Duper Program Planning Process

## Distance Learning/Non-Classroom Delivery Systems

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Program Planning Process	System Strategies for Non-Classroom Products (samples)					
	Madison Heights	TV 411	Workplace Essential Skills	Plato	Home study	etc
I. Needs Assessment						
a. identify target group of learners						
b. identify needs and goals of learners						
c. identify needs and goals of society (employers, partner agencies, others)						
II. Set Program Outcomes and Performance Standards						
a. identify overall program outcomes						
b. develop performance standards tied to NRS						
c.						

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III. Set Program Budget						
a. distance learning products						
b. hardware and software						
c. support components						
1. training						
2. technical assistance						
d.						
IV. Set Program Processes						
a. Teacher Screening and selection criteria						
b. Student recruitment strategies for:						
1. prospective students						
2. general population						
3. referral sources from partner agencies and orgs						
4. captive audiences						
5.						

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c. Staff development						
1. preservice for new teachers and program managers						
2. preservice for all teachers and program managers						
3. ongoing professional development for all teachers and program managers						
4. evaluative end-of-year staff meeting						
5. inservice for state staff						
d. Planning and scheduling instructional services						
1. Which video programs, when, where						
2. Which other non-classroom products, where						
3.						
4.						

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e. Placing accessible instructional support services for non-classroom learners.						
1. face to face access						
2. telephone access						
3. online access						
4.						
f. Instructional services						
1. Student intake procedures						
a. registration (distance and face-to-face)						
b.						
2. Learning plan development procedures						
a. initial interview procedures						
1. format (distance and /or face-to-face options)						
2. student goal identification						
3. explanation of distance adult ed (expectations)						
b. Needs determination procedures						

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1. goal analysis						
2. placement assessment						
3. diagnostic assessment						
4. post assessment interview						
c. Mutual intermediate goal setting						
d. Selecting learning materials and options						
e. Linking learner to learning support options						
f. Conducting periodic Learning Plan reviews						
V. Evaluation and Revision						
a. Monitoring progress						
1. learner participation						
2. learner learning						
3.						

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b. Analyzing data and making program adjustments						
a.						
b.						
c.						