



1903 Marquette Ave, Suite J 102, Muskegon, MI 49442

Lesson Plan: Supervisory and Administrative Duties

Topic: Supervisory and Administrative Duties

Presenter: Muskegon County Medical Control Authority CE Sponsor Program

Location: Muskegon County Medical Control Authority CE Sponsor Locations

Credit Category: Educational Administration

License Level: IC

Credits: 8

Format: 8 hour lecture

Objectives: The participant of the CE session will:

Cognitive

1. Discuss techniques for supervising other instructors.
2. Describe the tasks necessary for scheduling instructional delivery and resources
3. Explain the process used for formulating budget needs.
4. Discuss the components of the purchasing process.
5. Explain the aspects of keeping training records
6. Describe information and skills that instructors can use to conduct basic research.
7. Create a Schedule for entire course
8. Create Budget for a course

Psychomotor

None

Affective

None

Outline for Lecture Presentation:

1. Introductions
2. Techniques for supervising other instructors
 - a. Supervising other instructors
 - b. Establish and communicate goals and objectives
 - c. Promote professional development
 - d. Empowering instructors
 - e. Celebrate Instructor accomplishments
 - f. Offer incentives for quality performance
 - g. Resolve conflicts



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h. Maintain positive examples and attitudes

3. Course Scheduling

- a. Scheduling resources and Instructional delivery
- b. Factors that affect scheduling
- c. Determine needs
- d. Determine requirements
- e. Determine availability
- f. Coordinate training
- g. Create a schedule
- h. Publish the schedule
- i. Revising the schedule

4. Course Budgeting

- a. Formulating budget needs
- b. Funding needs determination
- c. Budget policies
- d. Sources of funding
- e. Budget request justification

5. Purchasing Process

- a. Purchasing process
- b. Determining funding sources
- c. Determine purchasing needs
- d. Contact vendors
- e. Purchase orders

6. Keeping training Records

- a. Keeping training records
- b. Training information
- c. Record management system
- d. Record auditing procedures
- e. Legal requirements for training records
- f. Retention schedule
- g. Privacy of records and reports
- h. Public access to records and reports
- i. FOIA exemptions

7. Performing Basic Research

- a. Conducting basic research
- b. Data collection



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- c. Information sources
 - d. Reference material citations
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- 8. Create Course Budget
 - 9. Create Course Schedule
 - 10. Summary and Questions

Student Evaluation Method: No formal evaluation of participants will occur.

Evaluation of Presentation: Continuing Education Program Sponsor Evaluation Form will be filled out by all participants.

Rationale for Presentation: The rationale for this presentation is that instructors must have the ability to formulate budget needs, make purchases maintain training records and conduct basic research.