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## PROGRAM MEMORANDUM ADED 23-03

**DATE:** August 7, 2023

**TO:** Adult Education and Literacy Council Directors

**FROM:** Dr. Trenia Miles, Director *(TMM)*

**RE:** New Directors' Orientation

This program memorandum provides mandatory upcoming training dates for the New Directors' Orientation for new local adult education program administrators.

The Division of Workforce Services Adult Education Section will conduct four mandatory trainings for new Adult Education Directors hired after January 1, 2020, until now. The training will be at the Arkansas Adult Learning Resource Center (AALRC).

This training strives to enhance new directors' knowledge of program requirements and other critical components of the Adult Education and Family Literacy Act (AEFLA), provide resources and tools needed to effectively manage day-to-day program operations consistent with federal law and relevant regulations, and facilitate the development of mentoring relationships among experience and new local directors and foster networking relationships among new directors who share similar experiences.

The training will be held quarterly as follow:

- **Session One** – Understanding the Foundation of Adult Education and State Performance Accountability Measures - **August 29-30, 2023. Session ID #509779**
- **Session Two** – Understanding the National Reporting System (NRS), Connecting Performance, and its Impact on Performance and Funding - **September 28-29, 2023. Session ID #512133**
- **Session Three** – Understanding Fiscal Responsibilities and Budget Components - **January 25-26, 2024. Session ID #512135** \*\*\* *This training is subject to change due to inclement weather. If so, this training will be rescheduled for February 1-2, 2024. \*\*\**

- **Session Four** – Understanding Standards of a Quality Adult Education Program and Program Monitoring - **April 11-12, 2024. Session ID #512148**

We will send meeting requests for each session. All participants must register through the ESC Works account using this link. [http://www.escweb.net/ar\\_esc](http://www.escweb.net/ar_esc).

Note: Each session will be a full day on day one (9:00 a.m. – 4:00 p.m.) and  $\frac{3}{4}$  day on day two (8:30 a.m. – 2:00 p.m.)

If you have any questions, please contact your program advisor.