

Distance Learning Leader Certificate Program

SAMPLE PROGRAM AGENDA

Time	Activity
8:30	Introductions and Orientation – Workshop Leaders
9:00	Explanation of the VLMDK Model
9:15	VISIONING DISTANCE EDUCATION Videoconference: Distance Learning Today and Tomorrow: A Corporate Perspective Dr. Alan Chute, Director of Global Marketing Strategy, Unisys
10:15	Break
10:30	KNOWING DISTANCE EDUCATION Presentation Definitions and Terms of the Field Technologies Used for Distance Learning Resources for the DL Leader Copyright and Ethical Issues
12:00	Lunch
1:00	DESIGNING DISTANCE EDUCATION Presentation The U-M-T Approach Examples of Distance Delivered Instruction
2:00	Presentation Instructional Design Knowledge & the DL Leader
2:30	MANAGING DISTANCE EDUCATION Presentation Managing a Design Team
3:15	Break
3:30	Presentation DL Leaders and Clients: Managing the DL Project
4:30	Adjourn

Day #2:

- 8:30 Introduction to the Day's Activities
- 8:45 MANAGING DISTANCE EDUCATION
Presentation
Distance Education Policies:
Developing a Distance Education Policy Manual
- 9:30 Working With Clients & Meeting Their Needs
- 10:30 Break
- 10:45 Working With Vendors
- 11:30 Managing People Through Change
- 12:00 Lunch – Discussion of Video during Lunch
- 1:00 Distance Learning Leader – A Business View
- 2:00 LEADING DISTANCE EDUCATION
Discussion and Presentation
Managing vs. Leading –
The Same or Different
- 3:00 Break
- 3:15 VISIONING AND DISTANCE EDUCATION
Presentation
Developing a Vision – An Approach and a Case Study
- 4:00 Review, Evaluation, and Planning for What's Next

Post-Workshop Activities

Week	Activity	Assignment
1.	No Activities Planning	Rest and catch up at home
2.	VISIONING Begin to develop an organizational vision statement	1. Monday Morning Memo (MMM) from Instructors to Participants (email) 2. Review Case-Study Video and Readings 3. React to Discussion Questions (WebCT) 4. Online Chat
3.	1. Monday Morning Memo 2. Continue to React to Discussion Questions Formalize Vision Statement	
4.	LEADING 1. Monday Morning Memo 2. Review Case Study Video and Readings 3. React to Discussion Questions 4. Online Chat	
5.	1. Monday Morning Memo 2. Continue Threaded Discussions	Post Individual Vision Statements
6.	1. Monday Morning Memo 2. Online chat – Discuss Vision Statements 3. Program Evaluation - Evaluation Completed	

CERTIFICATES AWARDED