

SOUTHEAST DISTRICT BUILDING STRONG CHAPTERS

ELEVATE THE EXPECTATION



Educational Instructor and Presenter Resources

by

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SE District Director of Education

Instructor Development

APICS Instructor Development Program

- Lead
- Mentor
- Educate
- Excel



Instructor Development Program

- **Objective**

- To ensure the highest quality student learning experience by motivating, educating, and training instructors to continuously improve their instructional skills and professionalism.

- **Levels**

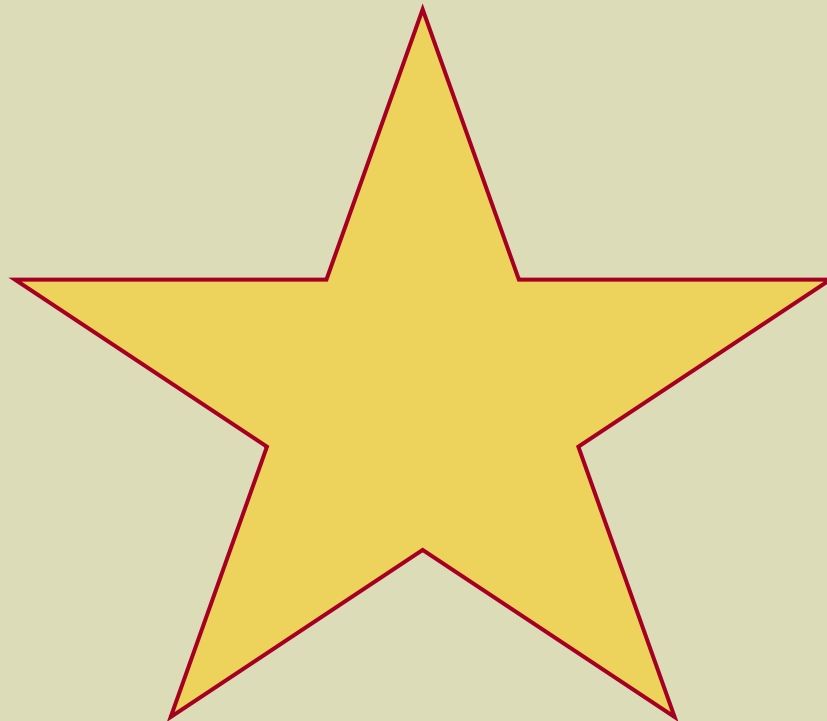
- Associate (Entry or Occasional Instructor)
- Lead (Experienced, Regular Instructor)
- Master (Consummate, Mentor Instructor)

Presentation Topics

- **Instructor Development Program**
 - Why do we need it?
 - Program Process
 - Instructor Certification Maintenance
 - Surveys and Instructor Database
- **Presenter Resources**
 - Why do we need it?
 - Survey and Database
- **Questions**

Why do we need it?

The Student



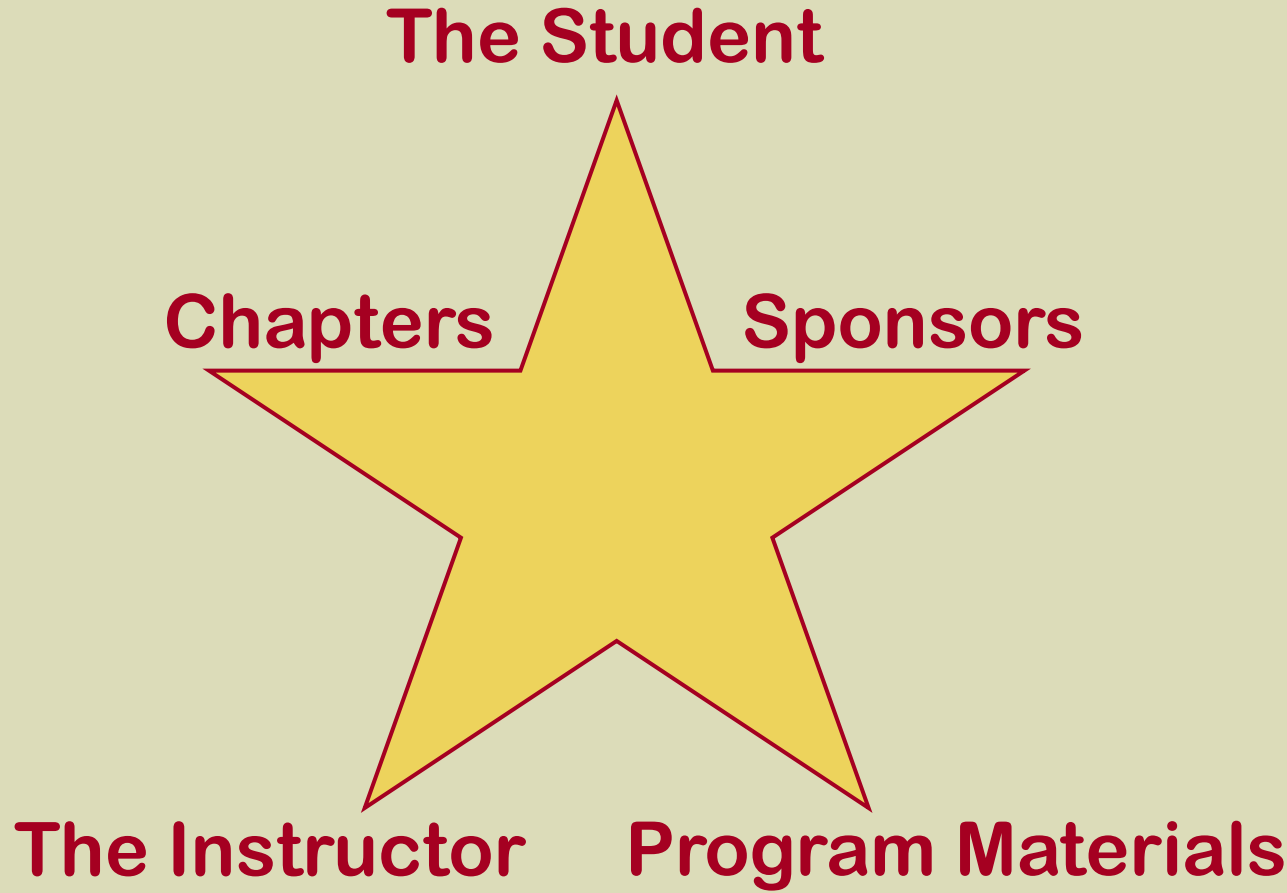
The Student (Customer)

➤ Expectations

- Attendance
- Participation
- Knowledge acquisition
- Course certificate
- Exam results



Why do we need it?



The Instructor

- **Qualifications**
 - Experience
 - Subject knowledge
 - Certified
 - Train-the-Trainer
 - Team teaching
 - Learning Dynamics for Instructors
- **Preparation**
 - Course materials
 - Reference materials
 - Scheduled time
- **Commitment**
 - Staying current
 - Class preparation – From 1 to 5 hours per hour of class time
 - Family and work support
- **Expectations**
 - Be prepared
 - Administrative activities
 - Class evaluation 4.0+
 - Performance creates new and continuing customers

Program Process

Application Requirements:

- Forms that need to be submitted as a part of your Instructor Development Application:
- Completed application worksheet
- APICS Partner Endorsement Letter
- Professional Recommendation Letter
- Additional documentation you may wish to support your application such as training materials developed by you, teaching certificates, speaker bio, articles or publications, APICS course certificates of attendance, etc.
- Current resume or curriculum vitae

<http://www.apics.org/instructorcenter/instructordevelopment.htm>

Evaluation Process

Evaluation Process:

- Once your application has been received, you will be notified by an APICS staff member. If there are any components missing from your application, we will inform you of the specific item you need to submit to complete the application process.
- The Instructor Development Committee will meet once a month to review applications, using the APICS Instructor Development Program Application Review Form to evaluate them. The committee will determine what subject(s) you may teach and the level at which you may enter the program. You will then be contacted by a committee member who will provide you with that information.

APICS Instructor Development Criteria

	Associate Instructor	Lead Instructor	Master Instructor
Subject knowledge			
CPIM	Hold APICS CPIM Certification		
CSCP	Hold APICS CSCP Certification		
LEAN	Hold CPIM, CSCP, or equivalent LEAN certificate and taken the APICS Lean Instructor Training		
Global	Hold APICS CSCP Certification		
TTT /LDI	TBD		
Subject experience			
CPIM	High School +10 years relevant work experience; or Associate Degree + 8 years relevant work experience; or Bachelor's Degree +6 years relevant work experience; or Master's Degree +4 years relevant work experience; or Doctoral Degree +2 years relevant work experience.		
CSCP			
LEAN			
Global			
TTT /LDI ³			
Instruction experience in subject			
CPIM	Attended TTT and courseware instructor training (Lean & Global Sourcing)	Have taught 2 courses in last 2 years.	Have taught 3 courses in last 2 years and a minimum of 300 hours total in subject matter.
CSCP			
LEAN			
Global			
TTT /LDI ³			
Adult education qualifications			
CPIM	Attended TTT ¹ and received an endorsement from a lead instructor ²	Attended LDI ¹ ; received an endorsement from a master instructor ² ; and submit a 1/2 hour video of a live training session to be evaluated by a Master Instructor.	Receive an endorsement from a master instructor and submit a 1 hour video of live training session as a part of the juried application process
CSCP			
LEAN			
Global			
TTT /LDI ³			

APICS Instructor Development Participation Criteria

	Associate Instructor	Lead Instructor	Master Instructor
Partner relationship			
CPIM	Receive endorsement of a recognized APICS Channel Partner (Chapter, IA, AEP)		
CSCP			
LEAN			
Global			
TTT /LDI ³			
Commitment to APICS			
CPIM	Agree to adhere to the APICS Instructor Code of Conduct; participate in the Associate Instructor Maintenance program.	Agree to adhere to the APICS Instructor Code of Conduct; participate in the Lead Instructor Maintenance program.	Agree to adhere to the APICS Instructor Code of Conduct; participate in the Master Instructor Maintenance program.
CSCP			
LEAN			
Global			
TTT /LDI ³			
Ongoing Instructor Maintenance			
CPIM	Submit summary of course evaluations to APICS Corporate Offices; create and successfully execute an ongoing development plan. ⁴	Submit summary of course evaluations to APICS Corporate Offices; teach 2 courses within 2 year period: create and successfully execute an ongoing development plan. ⁴	Submit summary of course evaluations to APICS Corporate Offices; teach 3 courses within 2 year period: create and successfully execute an ongoing development plan. ⁴
CSCP			
LEAN			
Global			
TTT /LDI ³			

¹ Instructors who have previously taken TTT or LDI will be given credit for this requirement. Instructors who have not taken the APICS TTT and/or LDI course may receive credit for similar courses offered by other organizations including, but not limited to, the American Society for Training and Development, the American Management Association, accredited higher education institutions, etc. APICS reserves the right to request a course syllabus for such courses from the instructor.

² For instructors applying to the program in 2009, a professional reference is required in lieu of a Lead or Master instructor endorsement.

³ TTT and LDI can only be taught by Lead or Master Instructors who have been qualified to teach TTT and LDI. Lead Instructors must co-teach TTT and LDI with a qualified Lead or Master Instructor twice before becoming qualified him or herself.

⁴ APICS is creating a development plan template for instructors to customize for their use. This plan will be submitted every two years and the instructor will be responsible for its implementation.

Instructor Certification Maintenance

- **Associate –**
 - Submit summary of course evaluations to APICS
 - Create and execute ongoing development plan
- **Lead –**
 - Submit summary of course evaluations to APICS
 - Teach 2 courses within 2 year period
 - Create and execute ongoing development plan
- **Master –**
 - Submit summary of course evaluations to APICS
 - Teach 3 courses within 2 year period
 - Create and execute ongoing development plan

Surveys and Instructor Database

- **Surveys to collect data Instructor information**
 - **Identify instructors – start 3/1/09**
 - **Obtain instructor data – start 3/8/09**
 - **Chapter Need for T-T-T and LDI – start 3/29/09**
- **Instructors Database**
 - **Develop from surveys**
 - **Available on-line by June District Meeting**

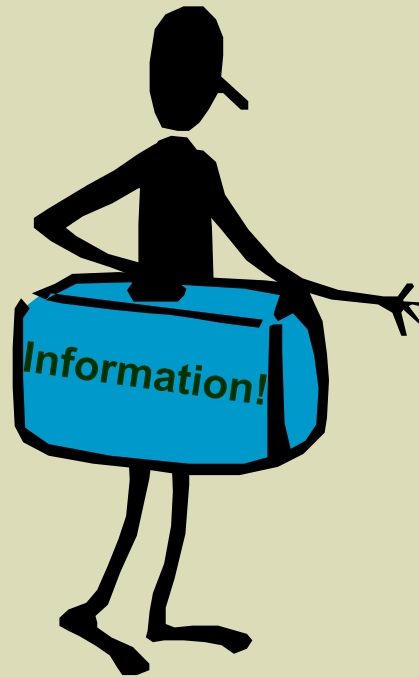
TTT and LDI Courses

- **Train-the-Trainer: Target to hold at least three in Southeast District during 2009**
 - Atlanta April 3 and 4, 2009 co-sponsored with Atlanta Chapter \$200.00 per student
 - Sessions 2 and 3 TBD from survey data
- **Learning Dynamics for Instructors: Target to hold at least one in Southeast District during 2009**
 - Pending completion of material update
 - TBD determined from survey data

Presenters Database

- **Surveys to collect presenters information**
 - Identify presenters – start 4/15/09
 - Obtain presenter data – start 5/1/09
- **Presenters Database**
 - Develop from surveys
 - Available on-line by June District Meeting

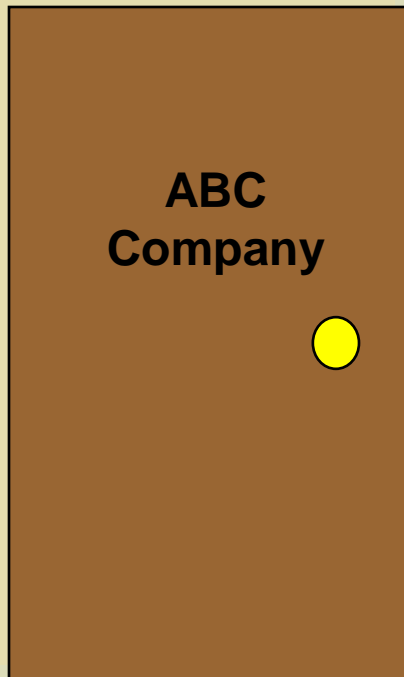
Questions or Comments?



Take home some information!

The Question is NOT:

- **WHAT IF I EDUCATE AND TRAIN THEM AND THEY LEAVE?**



The Question is:

- **WHAT IF I DON'T EDUCATE AND TRAIN THEM AND THEY STAY?**



Thank You!



Keep in touch!

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