# CC-2: PROGRAM IMPLEMENTATION

Involving learners in all aspects of the learning process is the key to successful program implementation. Important implementation elements include using research-based content; involving local, campus, and external expertise; creating participatory learning experiences based on adult learning principles; and developing volunteers. Spend some time thinking through your level of competence in these areas and set some specific goals for improvement.

***SUB-COMPETENCIES AND INDICATORS***

A. Applies scholarly resources to program implementation, for example:

1. Draws upon research-based information when implementing programs
2. Ensures program content is appropriate for the local context
3. Identifies appropriate instructional materials
4. Involves campus, community, and external expertise, as appropriate, in the delivery of educational content
5. Consistently defines and attains program goals
6. Effectively organizes program logistics

B. Applies adult education and learning facilitation principles, for example:

1. Understands adult learners, learning styles, and the principles of adult learning
2. Understands learning barriers
3. Conducts programs based on adult learning principles, in group settings or one-on-one
4. Understands transformative learning and uses its principles to ensure that programs result in change in clientele practices
5. Uses a variety of methods to facilitate learning
6. Is skilled at presenting information in an interesting and engaging way.
7. Employs visual learning principles when using PowerPoint.
8. Effectively manages group dynamics
9. Involves learners in all aspects of a program and maximizes their participation

C. Trains and manages volunteers to implement programs when appropriate, for example:

1. Effectively recruits, screens, and selects volunteers
2. Effectively trains volunteers in content, methods, and the Extension philosophy
3. Involves volunteers and local leaders in implementing programs

D. Implements evaluation and feedback processes to improve programs, for example:

1. Designs ongoing monitoring systems to document and review program implementation processes
2. Provides feedback to learners
3. Ensures that programs result in changes in clientele practices
4. Modifies program as necessary to better ensure goals are met

***LEARNING ACTIVITIES***

1. Read about how adults learn, and consider which aspects of andragogy apply to your programs.
2. Study the effective use of PowerPoint and use visual concepts to convey your message.
3. Select a current programming effort and brainstorm ways to increase participation and improve teaching methods, including use of technology.
4. Ask a mentor or colleague from another county to attend a specific program you have provided and offer you feedback on your program delivery.
5. Work with the appropriate community advisory committee or planning group to determine the most effective methods and logistics for program delivery.
6. Create a checklist for post-meeting comments regarding the learning environment and the learning methods.
7. Create a personal program implementation checklist to serve as a template for programs.
8. Make sure programming meets MSU Extension program policies including issues of public policy, copyright infringement, ethics, Americans with Disabilities Act (ADA) inclusion, and avoiding promotion of commercial ventures.

***KEY RESOURCES***

**MSU Library Research Guide on Higher, Adult, and Lifelong Education Resources.**

<https://libguides.lib.msu.edu/highered>

Knowles, M. S., Holton, E. F., & Swanson, R. A. (2010). *The adult learner: The definitive classic in adult education and human resource development*. Amsterdam [etc.: Elsevier. [Available online through the MSU library](http://catalog.lib.msu.edu/record%3Db4902389~S39a).

Wang, V. C. X. (2017). *Theory and practice of adult and higher education*. [Available from the MSU library](http://catalog.lib.msu.edu/record%3Db12237898~S39a).

Course materials in D2L: *How Adults Learn. And What that means for Teaching Them.* Contact amb@msu.edu to be added. (short course)

[Presentation Matters: Reframing Deadly, Dull Presentations](http://www.canr.msu.edu/od/professional_development/adult_learning). (short interactive video)