

FINAL AGENDA

Day/Date	Time	Course Description	Instructor
Sunday June 6, 2010	1:00 – 1:30	Administrator Academy Registration	Tim Coleman
	1:30 – 1:45	Welcome and Orientation	Tim Coleman
	1:45 – 2:30	What is the IHEA IHEA Awards IHEA Website	Wayne East
	2:30 – 3:00	Writing and Maintaining a Viable Program/Policy Manual We will keep this open throughout the Academy as issues will emerge during the other topics.	Tim Coleman
	3:00 – 3:30	Break	
	3:30 – 5:00	Policy Manual Continued	Tim Coleman
Monday June 7, 2010	8:00 – 10:00	Volunteer Management Recruitment Training Retention/Incentives Dealing with problems	Tim Coleman
	10:00 – 10:15	BREAK	
	10:15 – 11:00	Volunteer Management Continued	Tim Coleman
	11:00 – 12:00	Volunteer Management Volunteer Associations	Tim Coleman
	12:00 – 1:30	LUNCH	
	1:30 – 3:15	Federal Aid Overview Writing a 5-year Plan Writing your grant Closing your grant Shooting Range Grants Section 10 Money	Otto Jose
	3:15 – 3:30	BREAK	
	3:30 – 5:00	Federal Aid Continued	Otto Jose
Tuesday June 8, 2010	8:00 – 9:45	Situational Supervision	Tim Lawhern
	9:45 – 10:00	BREAK	
	10:00 – 11:45	Situational Supervision Continued	Tim Lawhern
	11:45 – 1:15	LUNCH	
	1:15 – 3:00	Change Management	Tim Lawhern
	3:00 –	BREAK	

	3:15		
	3:15 – 5:00	Public Outreach	Tim Lawhern
Wednesday June 9, 2010	8:00 – 9:45	Education Techniques/IHEA Standards	Snyder?
	9:45 – 10:00	BREAK	
	10:00 – 11:45	Education Techniques/IHEA Standards Continued	Snyder?
	11:45 – 1:15	LUNCH	
	1:15 – 3:00	Education Techniques/IHEA Standards Continued	Snyder?
	3:00 – 3:15	BREAK	
	3:15 – 4:30	Education Techniques/IHEA Standards Continued	Snyder?
	4:30 – 5:00	Wrap-up and Evaluation	