

Section 3:

Users of the Guide: An Overview

Providing professional development opportunities for adult educators requires the active support and involvement of individuals at the state-level, at professional development agencies, and at local adult education programs. Although the participation by all of these individuals is necessary to ensure that appropriate professional development activities benefiting individual practitioners and improving adult education services occur, the nature of their specific involvement with professional development may be quite different. This section presents three strands detailing how information in the *Guide* can be used separately by professional development specialists or coordinators, instructors, and state and local administrators.

- **The Professional Development Coordinator Strand** is intended to be used by staff at professional development agencies and at local adult education programs who are responsible for developing and delivering professional development activities. This strand provides guidelines for them to reflect upon their own professional development and for assisting instructors in determining their needs and in planning professional development activities. Practice scenarios are provided to assist coordinators in designing professional development plans that work.
- **The Instructor Strand** is designed for use in situations where a Professional Development Coordinator or specialist is not available. Instructors are assisted in determining their own professional development needs, and are encouraged to keep an appropriate administrator informed of their requirements. A practice scenario is included to help instructors in designing professional development plans.
- **The Administrator Strand** is designed for administrators at the state and local levels. It encourages them to look at their professional development needs as well as ways to support the professional development activities of others in their program.

