



Modular Education Program for Activity Professionals-Part 2 Syllabus

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ActivTimes Consulting and Education

Unit 1: The Art and Science of Management Core Content 12 (c#91-95)

- Practical concepts of management
- Qualities of an effective manager
- Technical, interpersonal and conceptual skills
- Major roles of managers
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Unit 2: Leadership Core Content 13 and Advocacy 14 (C#96-105, 106-111)

- Nature of leadership
- Leadership principles
- The leader as change agent
- Creating the vision (Innovation in Quality)
- The activity trap
- Shaping the present for the future
- The role of advocacy
- Ethics in leadership

Unit 3: The Planning Function of Management Core Content 15 (c#112-121)

- Principles of Planning
- Goal setting and proposal development
- Strategic, tactical and project planning
- Creating an activity department strategic plan
- Creating a service delivery plan
- Presenting and marketing the plan
- Fiscal planning

Unit 4: The Organizing Function of Management Core Content 16 (c#122-130)

- Organization of duties
- Organization of resources and materials
- Job Descriptions
- Principles of Time Management
- Schedules
- Delegation

Unit 5: The Staffing Function of Management Core Content 17 (c#131-139)

- Human resource planning (paid and volunteer)
- Recruitment
- Interviewing and Hiring
- Orientation and Training

Unit 6: The Directing Function of Management Core Content 18 (c#140-152)

- Styles of Leadership
- Developing the team
- Diversity of team members



- Characteristics of effective teams
- Motivation, empowerment, coaching

Unit 7: The Controlling Function of Management Core Content 19 (c#153-163)

- Setting and monitoring standards
- Policy and procedures
- Quality improvement
- Overview of evaluation
- Evaluating client assessment
- Evaluating activity interventions
- Evaluating documentation
- Evaluating staff performance
- Accountability and regulatory compliance

Unit 8: Communication and Colloquy Core Content 2, 13, 14 (c#96-111)

- Interpersonal Communication
- Communication Model
- Basic Listening Skills
- Roadblocks to effective communication
- 8 steps for successful explanations
- Problem solving, conflict resolution
- Telephone messages
- Written communication
- Meeting organization and communication
- Oral presentations
- Conflict
- Communication/marketing of the activity program
- Promotion: selling the value of the program
- Image and Professionalism
- Advocacy

MEPAP part 2 consists of 9 core content areas that are divided into 8 teaching units. Each class includes content, communication strategies, team building and leadership experiences.