

Rick Wing/rs
1992F

ED 245
DOC. #386

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: CONSULTING IN ADULT EDUCATION

CODE NO.: ED 245 SEMESTER: 1992F

PROGRAM: TEACHER OF ADULTS/CED

AUTHOR: RICK WING/RS

DATE: SEPTEMBER 1992 PREVIOUS OUTLINE DATED: _____

APPROVED: *K. DeSantis* _____
CHAIRPERSON DATE



COURSE: CONSULTING IN ADULT EDUCATION

TOTAL CREDIT HOURS: 45

I. PHILOSOPHY/GOALS:

Course participants will examine the consulting role and the variety of skills required. Topics include: defining the consulting role; facilitating; mediating, and reaching agreement; interpreting and implementing the decisions of others; team and committee building; and needs analysis.

II. STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will:

1. Recognize and describe the different roles of the consultant
2. Explain the phases of consulting
3. Outline the steps in a consultation process with particular reference to their involvement in adult education
4. Plan for a contracting meeting as part of the consultation process
5. Negotiate and document a consulting contract
6. Conduct a goal analysis to help define a client need.
7. Conduct a performance analysis to identify a performance discrepancy and suggest possible solutions
8. Describe the benefits of needs analysis
9. Assess the skills required for effective consultant and develop action plans for further development of their consulting skills.

III. TOPICS TO BE COVERED:

Roles of the Consultant
Phases of Consulting
The Consultant Contract
The Contract Meeting
Diagnosis and Data Collection
Goal Analysis
Performance Analysis
Consulting Skills and Personal Development

IV. LEARNING ACTIVITIES

1. Given a consultant/client scenario the student will be able to recognize the role of the consultant, describe the strengths and weakness of that role and make suggestions for changes.
Resources : "Flawless consulting" P. Block pages 18-22
2. Without reference material explain the phases of consulting as outlined in Blocks' work "Flawless Consulting".
3. Given the steps in the consultation process produce a consulting scenario, based on personal experience. (This scenario will be used throughout course to make the material relevant to the adult educator).
Assignment # 1 - Scenario
4. Given your client/consultant scenario prepare for a contracting meeting by developing a series of questions/statements which will illicit information for your contract.
Assignment # 2 - Contract Meeting
5. Produce a contract letter, illustrating the elements of a contract as outlined in the reference.
Reference : "Flawless Consulting", Chapter 4
Assignment # 3 - Contract
6. In a role play, conduct a goal analysis with a client to define client needs.
Reference: "Goal Analysis" R. Mager

Resources Required. Role Play to be taped by video camera for each pair of participants and critiqued by the pair. Critique to be shared with the course facilitator.
Assignment # 4 - Role Play and Critique
7. Using a performance analysis worksheet, conduct an analysis with a client. Report the results to the group in a presentation of your findings.
Resources Required : Performance Analysis Worksheets
Assignment #5 - Worksheet
8. Write a short 2-3 page paper outlining the benefits of conducting a training needs analysis.
9. Produce a professional development plan based on a self analysis of your consulting competencies.

V. REFERENCE:

RESOURCES REQUIRED: Performance Analysis Worksheets
Assignment #5 - Worksheet

VI. METHOD OF EVALUATION

- "A" - ATTENDANCE AND ACTIVE PARTICIPATION IN NO LESS THAN 80% OF SCHEDULED CLASSES
- "B" - ATTENDANCE AT 70 - 80% OF SCHEDULED CLASSES, SUCCESSFUL COMPLETION OF FOUR ASSIGNMENTS
- "R" - ATTENDANCE AT LESS THAN 70% OF THE SCHEDULED CLASSES, COMPLETION OF LESS THAN FOUR ASSIGNMENTS