

**2019
EDUCATION COMMITTEE
WORK PLAN**

Chair: Christy Moffett, Travis County, TX

Vice Chair: Theresa Dukes, Nassau County, NY

Timeline: Core Committee Calls – Monthly
Committee Meetings – March, July, September
Educational Sessions - Per the Education Plan

Overall Goal: **FURTHER MEMBER KNOWLEDGE AND TECHNICAL SKILLS**

Objective 1: Develop an education plan which focuses on practical application, technical training and content which drills down into topics rather than surface-level training.

Tasks:

	Type	Content	Frequency	Budget Needed	Notes
1	Deep Dive Training	1. Timeliness 2. Second Topic TBD	Semi-Annual	\$0, member driven, current website and webinar technology	A survey will be sent out to determine a slate of topics the membership would like considered for the second deep dive content.
2	In-Person (Legislative Conference)	Morning: TBD. Afternoon: Hill Visits and Educational tract TBD.	Annual	Sponsored, no budget needed.	Add one day to the Legislative Conference (Thursday) Feb. 28-Mar. 3 Space reserved. May use certification training as content for the this if decision/approval is timely.
4	Print Materials or archive materials	Print materials or archived videos will be placed on NACCED website for all education content for on demand learning post training.	As needed	\$0, electronic only	All trainings will have supporting materials including examples of scopes of work, best practices, or whatever content is most relevant to help members implement the content.

Additional Activities: NACCED staff will coordinate a number of additional educational activities including themed educational months, the Holistic Housing Podcast, monthly blog posts and webinars, and educational briefings for congressional offices. Staff will provide a report of these activities at the in-person Education Committee meetings.

Expected Outcome: Further the knowledge and technical skills of NACCED members throughout their careers and utilize the expertise of Associate Members to diversify training base.

Objective 2 –Provide an opportunity for external certification for a specific identified need

Tasks:

	Type	Content	Frequency	Budget Needed	Notes
1	Identify certification	Research IAP2, Grants Management Certification Program and NDA’s Housing Finance Professional Certification	By December	TBD, mostly for meeting space. NACCED would not pay for training, just offer /organize the space.	Identify a certification that would be beneficial to NACCED members, determine the cost for the certification.
2	Coordinate training dates	Identify the number of hours of training needed and break it up into manageable pieces then set schedule	January	\$0	Determine if training can occur online, in-person or a combination.
3	Hold trainings	Hold the series of trainings for the certification	Per the schedule identified in task 2	\$2200 or more if savings are identified through sponsorship for other tasks	This may be in person (as a pre-conference to the conference) or a series of webinars, or some other combination.
4	Advertise	NACCED staff will advertise opportunity	As needed	\$0	Can be advertised by website, NACCED alerts and associate member outreach

Expected Outcome: Bring reduced cost or free certification opportunities to NACCED members to strengthen the benefits of membership.

Objective 3 – Provide support and coordination of training content to the annual conference through a liaison on the Conference Committee.

Tasks:

	Type	Content	Frequency	Budget Needed	Notes
1	Identify Liaison	N/A	N/A	\$0	Danny Tylutki has been identified as the liaison for 2019.
2	Provide support to conference committee	The liaison will identify needs for the educational committee to assist with the conference content.	As needed	\$0	Add an item to each monthly call for liaison to identify any needs or discussion needed to support the conference.
3	Evaluate Education Content	Evaluate the training topics provided throughout 2018 to review for breadth and depth of content. Identify any adjustments or lessons learned from the evaluation.	Annually (Review in August for September report out)	\$0	

Expected Outcome: Provide continuity of educational content between the conference and non-conference training opportunities.

SUMMARY: One primary goal with four objectives and multiple tasks.