

PROGRAM DIRECTOR TRAINING

This training is open to Money & You Graduates who have assisted consistently at Excelled programs and are considered to be highly supportive of the programs and the systems within those programs. It is desirable for the Program Director Trainee (PDT) to have occupied most of the positions available as an assistant on the M&Y Logistics team. This deepens understanding of team dynamics, as the PDT will know, from personal experience, once he/she is Program Director (PD) whether what is being asked of a Logistics team member is achievable and reasonable.

Once it is agreed between Excelled and the potential PDT that training will commence, the PDT will do their best to attend as many Excelled programs as possible. During these attendances, the PDT will “shadow” the person acting as PD, taking notes and preparing to take on various PD tasks, as outlined in the training schedule, in future programs. The PDT will be given a hard copy of their own Program Director Manual and will sign a Confidentiality Agreement regarding the use of the Manual.

The PD who is training the PDT will do everything he/she can to facilitate the PDT to become a fully fledged PD in the shortest amount of sessions. The PDT will do everything he/she can to learn and consolidate their training, so that they are able to “go solo” in the shortest amount of sessions. The time taken for this will be decided in consultation with the Excelled Rep. Each time a PDT trains with an experienced PD, the PD will put their initials in the appropriate column to show where the PDT is at. At the completion of that M&Y, the PD will Email this updated form to Excelled PD Coordinator, copying it to the PDT.

The training schedule is flexible enough to accommodate individual needs, as discussed and agreed with Excelled Rep, PD and PDT. However, the training schedule suggested is as follows:

Training Section		Done With PD	Done Alone	Complete
1.	PDT acts as LS at least three times, leading the preparatory three Logistics team meetings in the city in which M&Y is to be held.			
2.	PDT takes responsibility for whole room setup on Setup Day.			
3.	PDT does a “walk through” of the whole physical space of the program with PD and is able to notice where corrections are needed or acknowledgment is appropriate.			
4.	PDT “holds the space” for PD during the whole of Mastery session, acting as PD and being completely responsible for the room during that session.			
5.	PDT does evening announcements.			
6.	PDT does Day 1 announcements.			
7.	PDT does training on Setup Day for ushering, microphones, team runup, tissues.			

8.	PDT does training for Circle Songs.			
9.	PDT does training for WAMAYC.			
10.	PDT takes responsibility for supervising flipchart placement, from the beginning to the end of the program, to the M&Y standard for maximum accelerated learning.			
11.	PDT leads Logistics team alignment meetings at the end of each day.			
12.	PDT leads Logistics team alignment meetings at the beginning of each day.			
13.	PDT checks Mastery Board, and Synergy Board to M&Y standard.			
14.	PDT supervises creation of Promotional signs and setup for after Announcement session on Day 4 (Day 3 Chinese).			
15.	PDT takes responsibility for entry of Participants into room at the end of each break, controlling bell, music and opening of door.			
16.	PDT does training for Musical Chairs (not in Chinese M&Y)			
17.	PDT supervises room setup for Musical Chairs and demonstrates rope tying (not in Chinese M&Y).			
18.	PDT supervises room setup for Ring Toss.			
19.	PDT does training for Ring Toss.			
20.	PDT takes responsibility for whole room during Ring Toss.			
21.	PDT takes responsibility for room during Meditation on Day 3 (Day 2 Chinese) acting as interface between Instructor, Music Person and Participants			
22.	PDT takes responsibility for whole room during time between Meditation and Receiver Training on Day 3 (Day 2 Chinese) with PD being out of room.			
23.	PDT does Receiver Training.			
24.	PDT takes responsibility for whole room during time between end of Receiver Training and Dinner Break on Day 3 (Day 2 Chinese).			
25.	PDT supervises room setup for Blocks Game.			
26.	PDT takes responsibility for whole room during explanation of Blocks Game, ensuring handouts go smoothly and Love Nest, LNC and			

	assistants, BGC's are setup correctly etc.			
27.	PDT demonstrates awareness of what to say to Blocks Game Teams when acting as Blocks Game Coordinator and supporting Instructor.			
28.	PDT takes responsibility for whole room during playing of Blocks Game, ensuring it all runs smoothly if Instructor is absent			
29.	PDT supports Instructor during Day 4 sharing (Day 3 Chinese).			
30.	PDT supports Instructor during setup and running of Synergy Game, plus debrief.			
31.	PDT does Promotional Announcements on Day 4 (Day 3 Chinese) if Excellerated Rep is not available.			
32.	PDT ensures Promotional materials are setup according to whatever is requested by Excellerated Rep and Promoter.			
33.	PDT checks Auction Game envelopes and prepares stage for Game to ensure Instructor is supported.			
34.	PDT supervises room setup for Auction Game.			
35.	PDT does training for Auction Game.			
36.	PDT takes responsibility for whole room during Auction Game.			
37.	PDT supports Instructor during Auction Game, interacting directly with him/her.			
38.	PDT prepares last session with Instructor.			
39.	PDT supervises room breakdown at end of program.			
40.	PDT takes responsibility for ensuring follow up of new M&Y Graduates after program, and that letters are sent out to Grads who've put their names down for assisting or receiving.			
41.	PDT takes responsibility for supporting LS in city where next M&Y is to be held to ensure that the three Logistics Team meetings are held and that the Logistics Team is created and aligned before M&Y.			
42.	PDT demonstrates awareness of "creating space" with music, being able to choose appropriate music quickly if set music becomes unavailable. Able to control volume, tempo and style according to what is happening within the room.			
43.	PDT demonstrates ability to support Logistics team members to resolve			

	any difficulties, disputes etc within Logistics team in a win/win manner.			
44.	PDT demonstrates knowledge of appropriate “clearing” processes and times for any challenges which may arise with any suppliers eg hotel, printing etc.			
45.	PDT demonstrates skills in how to handle any challenges which may arise with Participants, so that Participants feel “heard” and know that their challenge will be dealt with satisfactorily.			
46.	PDT demonstrates knowledge/skills/attitude required to deal with any difficulties which the Instructor or Promoter may be experiencing.			
47.	PDT demonstrates willingness to communicate all appropriate information to Excellerated head office so that all remain fully informed and in integrity.			
48.	PDT demonstrates at all times a knowledge of appropriate dress standards so that the Excellerated program is perceived as completely professional.			

Any Additional Comments: