SESSION 28

Financial Aid Administrator Presentation and Evaluation

Instructor's Notes

Time Estimate:

Lecture	15 minutes
Presentation	45 minutes
Total Time:	60 minutes

By the end of this session, you will be able to:

- ***identify proficiency issues of importance to Title IV financial aid administrators and***
- ***provide feedback on the workshop.***

GUEST PRESENTATION: "PROFESSIONAL DEVELOPMENT FOR THE FAA"

» Introduce the individual from a financial-aid-related organization whom you have invited to discuss the benefits of association membership and participation, including conferences, committees, publications, training, networking, and so on. Let the guest presenter know ahead of time how you would like the time to be divided. For example: 30 minutes of presentation with 15 minutes for questions and answers.

» Presentation.

» Thank the presenter.

REVIEW OF TITLE IV PROGRAM DELIVERY

During the past few days, you have learned much of the basic information needed to successfully manage federal student aid programs.

Nevertheless, to become fully proficient as financial aid administrators, you must build on this information base by: (OH 1)

PW 1

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- continuing to study,
- attending technical training workshops,
- interacting with a variety of people,

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- processing student aid properly, and
- helping your school attain its goals.

Each day in your offices you will have to perform a wide range of activities from counseling to technical calculations.

- From one moment to the next, you will be dealing with students, their parents, officials from agencies involved in the financial aid process, and co-workers from many of the administrative offices at your schools.
- Your technical work will include calculations and decisions that directly affect the financial aid a student receives.
- Furthermore, on a larger scale, your actions affect the entire institution by virtue of the role that financial aid plays in helping your institution meet its goals.

Are there any questions before we end this session?

Congratulations, you've survived Precert Training! (OH 2)

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EVALUATING THE WORKSHOP

It will take just a few moments to complete the final administrative points of this workshop.

In your handout materials, please take out the "Training Assessment" form and complete it.

- The feedback form is voluntary—and you may omit any of the questions on the form.
- Anything you do put on the form is confidential and will only be used to assess the value of the workshop.
- Your input is important in determining how to improve future workshops.

»As participants leave, collect the forms. Thank them for participating in this workshop and for filling out the evaluation forms. (OH 3)

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