



## CHALLENGE COURSE MANAGER© WORKSHOP SYLLABUS

**COURSE TITLE:** Challenge Course Manager © **TRAINER/TESTER:** Tom Leahy

**REQUIRED HOURS:** 40 **PREREQUISITE:** NONE

**TEXTBOOK:** Challenge Course Facilitation©, Safety & Training Manual

**SUPPLIES:** Laptop, notebook, coffee mug, indoor shoes, your program manuals, documents, forms, budget, marketing materials, photos.

### WORKSHOP DESCRIPTION:

The Challenge Course Manager© workshop provides step-by-step review for a program's creation, management, staff training & verification, facility operation and maintenance. This workshop will focus on creating a high level of awareness for program managers, knowledge of legal realities, as well as practical skills and documents to immediately increase the safety and professional nature of your program.

### COURSE REQUIREMENTS:

Consistently correct with practice skills, apply corrections quickly and efficiently, maintain leadership qualities, and demonstrate through actions and understanding of personal choice for risk and recovery.

### COURSE FORMAT:

Lecture, experiential, practical, written

### METHOD OF EVALUATION:

If certification is requested upon completion of workshop, practical and written testing will be administered. Written tests must have a score of at least 80% to pass and will be administered individually in a closed-book, monitored fashion.

### ATTENDANCE POLICY:

Dates of Training: \_\_\_\_\_, 100% attendance is required.

### RE-TEST POLICY:

If time allows, re-testing may be acceptable on the same day. Otherwise, applicants to Practitioner Certification must re-test at the next course offering.

### ADA STATEMENT:

Reasonable accommodations will be made for persons with disabilities in accordance with ADA.

### COURSE CONTENT:

- Vision Development
- Program
- Philosophy & Ethics
- Administration
- Physical Plant & Equipment
- Human Resource Management
- Training & Personnel
- Safety Management & Emergency Plan
- Marketing
- Reservations & Intake
- Operations & Records
- Financial Operations
- Safety Manual
- Policies and Procedures

**WORKSHOP MEASURABLE LEARNING OUTCOMES:**

Upon completion of this workshop the students should be able to do the following:

1. Develop a basic program vision, program, philosophy & ethics.
2. Create a general outline for managing the physical plant & equipment of the program.
3. Understand areas of responsibility for the operational and financial administration of the program.
4. Implement a basic plan for the training and supervision of staff.
5. Develop a reservations system to handle incoming business.
6. Create record keeping documents to simply manage the program.
7. Develop a basic emergency response plan.
8. Develop Local Operating Procedures
9. Seek professional support for effective and affordable marketing.
10. Seek additional training and support for the continued development of program goals.