

# KAUFFMAN FASTTRAC®

Program Director markets, plans, organizes, and manages the FastTrac® program. The following outline highlights the responsibilities of the FastTrac® Program Director:

- Ensure the FastTrac® brand is upheld.
- Communicate regularly with your FastTrac® Affiliate Representative
- Participate in Annual Review calls with your FastTrac® Affiliate Representative
- Identify and cultivate potential ecosystem partners/collaborators.
- Develop and execute a marketing plan for you FastTrac® cohort(s).
- Evaluate the FastTrac® program as to implementation and outcome.
- Identify and coordinate FastTrac® Facilitators.
- Design the agenda for your FastTrac® cohort(s).
- Select course delivery method.
- If offering a virtual course:
  - Confirm technology is in place and working.
  - Rehearse with facilitator
  - Provide technology requirements checklist to participants
- If offering in-person:
  - Secure each of your FastTrac® cohort(s) location.
  - Prepare visual materials.
- Create and manage FastTrac courses in the Canvas LMS.
- Add Course Managers and Facilitators to the FastTrac® Affiliate staff and grant access to the Facilitator Guide Course in the Canvas LMS.
- Send out information to participants about your FastTrac® cohort(s) and graduation.
- Assist the participants with any problems or concerns.
- Identify local guest speakers.
- Plan and organize the local graduation.
- Coordinate student evaluations of the FastTrac® program and FastTrac® Facilitator(s).