

The 2002 *National Victim Assistance Academy Instructor's Manual* has been developed in conjunction with the Office for Victims of Crime (OVC) to ensure the provision of quality, uniform, and consistent education and training at all NVAA sites. OVC has committed significant resources to developing “training for trainers” programs based upon principles of adult learning. For the purposes of the 2002 National Victim Assistance Academy, VALOR, in conjunction with the NVAA Project Team, has developed detailed and practical adult learning activities based upon the NVAA *Text* and included relevant components of its advanced NVAA offering, *The Ultimate Educator* (Edmunds, Lowe, Murray, and Seymour 1999), for reference and use in the NVAA 2002 *Instructor's Manual*.

The *Manual* begins with a “Nuts and Bolts” chapter, containing suggested guidelines for advance preparation, on-site preparation, on-site faculty coordination, setting the stage for the NVAA, and NVAA graduation activities.

The next two sections consist of two chapters—“Ultimate Adult Learning” and “Ultimate Presentation”—from *The Ultimate Educator*. They include both theory and practical tips that can augment and enhance NVAA 2002 efforts, as well as appendices that are relevant to Program Managers, Academic Coordinators, and Faculty for planning and implementing the Academy.

The remainder of the *Manual* consists of detailed learning activities for each chapter and/or section of the NVAA *Text*. Developed by *Instructor's Manual* author Anne Seymour and the NVAA Project Team, the activities include:

- a. Key concepts/objectives to emphasize in instruction and learning activities.
- b. Goals of activity.
- c. Description of activity and faculty guidelines.
- d. Type of activity (individual, small group, or large group).
- e. Anticipated amount of time required.
- f. Resources needed to complete the learning activity.
- g. Worksheets (for faculty, facilitators, and/or students).

Any NVAA site that would like a complete copy of *The Ultimate Educator* can contact Morna Murray, Executive Director of VALOR, at (703) 748-0811, or e-mail mmurray@valor-national.org.