

KAUFFMAN FASTTRAC®

The FastTrac® Course Manager is an optional role that assists the Program Director in managing the FastTrac courses. The following outline highlights some of the responsibilities that could be assigned to the FastTrac Course Manager:

- Ensure the FastTrac® brand is upheld.
- Attend annual Affiliate annual reviews with the Program Director.
- Evaluate the FastTrac® program as to implementation and outcome.
- Identify and coordinate FastTrac® Facilitators.
- Design the agenda for your FastTrac® cohort(s).
- Manage courses on the FastTrac website, Canvas learning management system
- If offering the course virtually:
 - Confirm technology is setup and working
 - Rehearse with facilitator
 - Provide technology requirements checklist to participants
- If being offered in-person:
 - Secure each your FastTrac® cohort(s) venue.
 - Prepare visual materials.
- Notify those accepted into the program.
- Register participants and collect fees, if applicable.
- 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).