

CREATING A COURSE USING TRAINING TEMPLATES	
Course Title	Creating a Course Using Training Templates
Course Description	This course is designed to teach participants how to <i>take the need for training and create a course and training materials using templates.</i>
Target Audience (Total #)	<i>CDOT HR (15)</i>
Process	<i>Training Material Development</i>
Sections	<ul style="list-style-type: none"> • <i>Learning Logistics</i> • <i>Section 1 - Course Introduction</i> • <i>Section 2 - Curricula Design</i> • <i>Section 3 - PowerPoint Creation</i> • <i>Section 4 – Other Templates</i> • <i>Section 5 - Printing Training Materials</i> • <i>Conclusion</i>
Course Duration (Est.)	<i>4 Hours</i>
Delivery Method(s)	<i>Instructor led and on-demand as required</i>
Prerequisites	<ul style="list-style-type: none"> • <i>None</i>
SME(s)	<i>Beverly Wyatt</i>
Training Developer(s)	<i>Jason Prince</i>
Training Evaluator	
Instructor(s)	<i>Jason Prince</i>
Frequency	<i>Once and then as required based upon demand</i>
Course Content Reviewer(s) and Approver	<i>Beverly Wyatt and Jason Prince</i>
Location	<i>TBD</i>
List of Training Materials Required to Support Course Delivery	<ol style="list-style-type: none"> 1. Terms and Concepts 2. Sample Curricula for this Course 3. Curricula Template 4. PDQ Form 5. Table of Training Verbs 6. PowerPoint Template 7. Image Review Checklist 8. Question Creation Checklist 9. PowerPoint Self-Review Checklist 10. Terms and Concepts Template 11. Resource Materials Table of Contents Template

	12. Reproduction Work Order (PowerPoint) 13. Reproduction Work Order (Resource Materials Table of Contents)
--	--

Course Purpose	
This course is designed to teach participants how to <i>take the need for training and create a course and training materials using templates.</i>	
Course Objectives	
Upon completing this course, participants should be able to: <ul style="list-style-type: none"> • <i>Identify training terms and concepts</i> • <i>Describe the training development processes at a high-level</i> • <i>Describe the connection points between the curricula and PowerPoint Template</i> • <i>Understand how to use the Curricula, PowerPoint, and other templates and its components</i> • <i>Describe how to create a Participant Manual from the PowerPoint</i> • <i>Describe how to prepare and send the completed course for printing</i> 	

Section: Learning Logistics		Time: 10 minutes				
Section Objectives:	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> • <i>Introduce the course agenda</i> • <i>Describe the learning objectives of the course</i> • <i>Describe the learning logistics and participant contributions</i> 					
Business Process	<i>Identify Business Process(es) to be discussed:</i> <ul style="list-style-type: none"> • None 					
Terms and Concepts	<ul style="list-style-type: none"> • <i>None</i> 					
Supporting Documents	Forms	Policy	Other	Demo	Exercise	
<i>Course Participant Guide</i>			X			

Section 1: Course Introduction			Time: 20 minutes		
Section Objectives	<p>Upon completing this section, participants should be able to:</p> <ul style="list-style-type: none"> • <i>Identify key terms and concepts</i> • <i>Describe the training development process at a high-level</i> • <i>Access the training templates</i> • <i>Describe how templates are used to develop training</i> • <i>Apply styles and default font settings for templates</i> • <i>Identify the connection points between templates</i> • <i>Perform copy and paste into templates using paste special</i> • <i>Apply Naming and versioning of training documents</i> 				
Business Process	<ul style="list-style-type: none"> • <i>Training Development</i> 				
Terms and Concepts	<ul style="list-style-type: none"> • Training Development Process - <i>The process by which training is developed. It consists of five stages: needs assessment, design, development, implement and evaluate.</i> • Template – <i>A preset format for a document or presentation used so that the format does not have to be recreated.</i> • Format – <i>The way in which the template or document is arranged.</i> • Course – <i>A series of lessons used to teach skills and knowledge for a task or process.</i> • Style – <i>A Predefined format of text in PowerPoint or Word used to maintain a consistent format to the presentation or document.</i> 				
Supporting Documents	Forms	Policy	Other	Demo	Exercise
Key Terms and Concepts			X		
Completed Curricula for this Course			X		

Section 02: Curricula Template		Time: 1 hour				
Section Objectives	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> • <i>Identify key terms and concepts</i> • <i>Describe the what the Curricula is and why it is used</i> • <i>Describe the review process to approve the Curricula</i> • <i>Identify the sections and terms of the Curricula Template</i> • <i>Describe how to use copy and paste to create a new section within the course</i> • <i>Identify when the Curricula is complete</i> 					
Terms and Concepts	<ul style="list-style-type: none"> • Curricula – A document that describes the content of the course and the individual sections of which it is comprised • Section – The smallest unit of a course used to describe a specific task or process within a course 					
Supporting Documents		Forms	Policy	Other	Demo	Exercise
<i>Curriculum Template</i>				X		
<i>Sample Curricula for this Course</i>				X		
<i>Copy and Paste to Create a New Section in the Training Curricula</i>					X	
<i>Completing a Section within the Curricula Template</i>						X

Section 03: PowerPoint Creation		Time: 1 hour				
Section Objectives	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> • Understand key term and concepts • Describe what the PowerPoint is and its components • Identify pre-formatted slides • Describe the mapping points between the PowerPoint and Curricula • Describe the different display views and hidden slides • Select and find images for a course • Create a process flow • Create a course section from the Curricula 					
Business Process	<ul style="list-style-type: none"> • <i>Sample Business Process</i> 					
Terms and Concepts	<ul style="list-style-type: none"> • Slide Master – A predefined format used in PowerPoint to help in the development of a presentation. • Instructor Notes – Notes used to help the training developer or SME to deliver the course. • Flow Chart Shapes – Predefined shapes in Microsoft office used to define a process. Refer to the Chart of flowchart shapes for a full description of each available Shape 					
Supporting Documents		Forms	Policy	Other	Demo	Exercise
<i>Terms and Concepts</i>				X		
<i>PowerPoint Template</i>				X		
<i>Displaying Slides and Creating a New Section</i>					X	
<i>Updating Hidden Slide in Notes View</i>					X	
<i>Image Review Checklist</i>						
<i>Create a Process Flow</i>						X
<i>Question Creation Checklist</i>				X		
<i>Filling in the PowerPoint Template Using the Curricula</i>					X	X
<i>PowerPoint Self-review Checklist</i>				X		

Section 04: Other Templates		Time: 30 Minutes				
Section Objectives	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> • Create the Key Terms and Concepts Template • Create the Resource Materials Table of Contents Document 					
Business Process	<ul style="list-style-type: none"> • Converting the participant guide into the instructor manual 					
Terms and Concepts	.dotx - An extension at the end of a word document to indicate it is a template. The normal extension for a word document is “.doc”.					
Supporting Documents		Forms	Policy	Other	Demo	Exercise
Terms and Concepts				X		
Terms and Concepts Template				X		
<i>Resource Material Table of Contents Template</i>				X		
<i>Adding a Section and Updating the Table in the Resource Material Table of Contents Template</i>						X

Section 05: Printing Training Materials		Time: 30 Minutes				
Section Objectives	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> • Convert your materials to a PDF • Prepare you materials for printing • Understand how to print your training material 					
Business Process	<i>None</i>					
Terms and Concepts	<ul style="list-style-type: none"> • PDF – A file format used because it looks exactly like the printed document 					
Supporting Documents		Forms	Policy	Other	Demo	Exercise
<i>Convert the Creating a Course Using the Training Template Course into a PDF</i>					X	
<i>Reproduction Work Order (Resource Materials Table of Contents)</i>		X				
<i>Reproduction Work Order (Resource Materials Table of Contents)</i>		X				

Section 06: Conclusion		Time: 10 Minutes			
Section Objectives	<p><i>You should now be able to:</i></p> <ul style="list-style-type: none"> • <i>Conclusion - use the list of the learning objectives found in the Overview section</i> <ul style="list-style-type: none"> ○ <i>Identify key training terms</i> ○ <i>Describe the connection points between the templates</i> ○ <i>Describe the training development processes at a high-level</i> ○ <i>Understand how to use the Curricula, PowerPoint and Participant guide templates and its components</i> ○ <i>Describe how to create an Instructor Guide from the Completed Participant Guide</i> ○ <i>Prepare and send the completed course for printing</i> • <i>Describe where participants can I get help from people and resources</i> • <i>Solicit questions Identify key training terms</i> 				
Business Process	<i>None</i>				
Terms and Concepts	<i>None</i>				
Supporting Documents	Forms	Policy	Other	Demo	Exercise
<i>None</i>					