

<b>COURSE TITLE</b>	
<b>Course Title</b>	<i>The title of the course (e.g. Using Training Templates to Create a Course)</i>
<b>Course Description</b>	<i>A one or two sentence description of the Course and Audience (e.g. This course is designed to help CDOT Employees in HR to develop training materials using predefined templates)</i>
<b>Target Audience (Total #)</b>	<i>List the identified audience roles and their number (e.g. CDOT HR 15 Employees)</i>
<b>Process</b>	<i>Identify the high-level Business Process for the “whole course”. (e.g. Training Material Development)</i>
<b>Process Touch Points</b>	<i>Identify touch points with other Business Processes (e.g. All HR Functions where training materials are developed)</i>
<b>Sections</b>	<p>List the sections or topics of the course:</p> <ul style="list-style-type: none"> <li>• <i>Learning Logistics</i></li> <li>• <i>Course Introduction</i></li> <li>• <i>List the sections or topics of the course at here. There is always the Learning Logistics and Course Introduction and Conclusion. Insert other sections required.</i></li> <li>• <i>Conclusion</i></li> </ul>
<b>Course Duration (Est.)</b>	<i>Length of course (to be identified by sections, demos and exercises – rule of thumb – 3 minutes per topic/slide, 15 minutes per demo; 20 minutes per exercise.)</i>
<b>Delivery Method(s)</b>	<i>Determined by length of course, complexity of the subject, number of participants, etc. Determined after the course is defined. (e.g. Instructor led, Knowledge Transfer, etc.)</i>
<b>Prerequisites</b>	<ul style="list-style-type: none"> <li>• <i>A List of the skills the participants must bring to the course to be successful. (e.g. Knowledge of Microsoft Word, MS PowerPoint)</i></li> </ul>
<b>SME(s)</b>	<i>Who is the Functional “owner?” Best if ONE person is responsible.</i>
<b>Training Developer(s)</b>	<i>Who is the Training “owner?” Best if ONE person is responsible.</i>
<b>Training Evaluator</b>	<i>The OED Manager</i>
<b>Instructor(s)</b>	<i>Who is training the course? For scheduling purposes and T-t-T scheduling. For eLearning put “eLearning”</i>
<b>Frequency</b>	<i>Based on how critical the need is and the size of the audience.</i>
<b>Course Content Reviewer(s) and Approver</b>	<p><i>Who will be responsible for reviewing draft course materials? Who has final approval of course materials?</i></p> <p><i>Note: These need to be two different people</i></p>

<b>Location</b>	<ul style="list-style-type: none"> <li><i>To Be Determined (Enter the location as soon as it is confirmed if it is not known Enter TBD (To Be Determined))</i></li> </ul>
<b>List of Training Materials Required to Support Course Delivery</b>	<ul style="list-style-type: none"> <li><i>Quick Reference Guides, Polices, Process flows and Forms</i></li> </ul>

<b>Course Purpose</b>
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<p>This course is designed to teach participants how to - <i>Identify why these people are sitting in the classroom – what do they need to be able to do. High level.</i></p>
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<b>Course Objectives</b>
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<p>Upon completing this course, participants should be able to:</p> <ul style="list-style-type: none"> <li><i>High level course objectives. Generally determines the course sections (or vice versa).</i></li> </ul>
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<b>Section: Learning Logistics</b>		<b>Time: 12 minutes</b>			
<b>Section Objectives:</b>	<p>Upon completing this section, participants should be able to:</p> <ul style="list-style-type: none"> <li><i>Introduce the course agenda</i></li> <li><i>Introduce the learning objectives of the course</i></li> <li><i>Introduce yourself and the participants to each other</i></li> <li><i>Describe the learning logistics and participant contributions</i></li> </ul>				
<b>Business Process</b>	<p><i>Identify Business Process(es) to be discussed:</i></p> <ul style="list-style-type: none"> <li><i>None</i></li> </ul>				
<b>Terms and Concepts</b>	<ul style="list-style-type: none"> <li><i>None</i></li> </ul>				
<b>Supporting Documents</b>	<b>Forms</b>	<b>Policy</b>	<b>Other</b>	<b>Demo</b>	<b>Exercise</b>
<i>Course Participant Guide</i>			X		

<b>Section 1 – Course Introduction</b>		<b>Time:</b> XX minutes based on Course Duration above after curriculum is complete				
<b>Section Objectives</b>	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> <li>Starting each bullet with a verb, list what the training participants will learn in this section</li> </ul>					
<b>Business Process</b>	Identify Business Process(es) to be discussed					
<b>Terms and Concepts</b>	<ul style="list-style-type: none"> <li>Identify key terms and concepts that address the Section Learning Objectives and list them here. In the format of: <b>Term</b> - Definition</li> </ul>					
<b>Supporting Documents</b>	<b>Forms</b>	<b>Policy</b>	<b>Other</b>	<b>Demo</b>	<b>Exercise</b>	
Identify documents relating to Section. Indicate what methods will be required to make the training participant successful use/understand the document. (i.e., Example – Do they just need to know/understand ( )? - Demo or do they have to explain it - Exercise. Is it <b>simple</b> but they need to be able to do it? Is it critical or difficult and they must be able to explain it (Exercise)?						
Terms and Concepts						
			X			

<b>Section 2 – Section Title</b>		<b>Time:</b> XX minutes based on Course Duration above after curriculum is complete				
<b>Section Objectives</b>	Upon completing this section, participants should be able to: <ul style="list-style-type: none"> <li>Starting each bullet with a verb, list what the training participants will learn in this section</li> </ul>					
<b>Business Process</b>	Identify Business Process(es) to be discussed					
<b>Terms and Concepts</b>	<ul style="list-style-type: none"> <li>Identify key terms and concepts that address the Section Learning Objectives and list them here. In the format of: <b>Term</b> - Definition</li> </ul>					
<b>Supporting Documents</b>	<b>Forms</b>	<b>Policy</b>	<b>Other</b>	<b>Demo</b>	<b>Exercise</b>	
Identify documents relating to Section. Indicate what methods will be required to make the training participant successful use/understand the document. (i.e., Example – Do they just need to						

<p><i>know/understand ()? Demo or do the have to explain it Exercise. Is it <b>simple</b> but they need to be able to do it?. Is it critical or difficult and they must be able to explain it (Exercise)?</i></p>					
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**Note: Copy the section below as many times as you need to create a unique section for each section of your course. Delete this note prior to sending your course out for review.**

<b>Section X – Title</b>		<b>Time:</b> XX minutes based on Course Duration above after curriculum is complete				
<b>Section Objectives</b>	<p>Upon completing this section, participants should be able to:</p> <ul style="list-style-type: none"> <li><i>Starting each bullet with a verb, list what the training participants will learn in this section</i></li> </ul>					
<b>Business Process</b>	<i>Identify Business Process(es) to be discussed</i>					
<b>Terms and Concepts</b>	<ul style="list-style-type: none"> <li><i>Identify key terms and concepts that address the Section Learning Objectives and list them here. In the form of: <b>Term</b> - Definition</i></li> </ul>					
<b>Supporting Documents</b>		<b>Forms</b>	<b>Policy</b>	<b>Other</b>	<b>Demo</b>	<b>Exercise</b>
<p><i>Identify documents relating to Section. Indicate what methods will be required to make the training participant successful use/understand the document. (i.e., Example – Do they just need to know/understand ()? Demo or do the have to explain it Exercise. Is it <b>simple</b> but they need to be able to do it?. Is it critical or difficult and they must be able to explain it (Exercise)?</i></p>						

<b>Section: Conclusion</b>		<b>Time: 9 minutes</b>			
<b>Section Objectives</b>	Upon completing this course, participants should be able to: <ul style="list-style-type: none"> <li>• <i>Conclusion - use the list of the learning objectives found in the Overview section</i></li> <li>• <i>Describe where participants can I get help from people and resources</i></li> <li>• <i>Solicit questions</i></li> </ul>				
<b>Business Process</b>	<i>Identify Business Process(es) to be discussed</i>				
<b>Terms and Concepts</b>	<ul style="list-style-type: none"> <li>• <i>Identify key terms and concepts that address the Section Learning Objectives and list them at here. In the form of: <b>Term - Definition</b></i></li> </ul>				
<b>Supporting Documents</b>	<b>Forms</b>	<b>Policy</b>	<b>Other</b>	<b>Demo</b>	<b>Exercise</b>
<i>None</i>					