|  |
| --- |
| course title |
|  **Course Title**  | *The title of the course (e.g. Using Training Templates to Create a Course)* |
| **Course Description** | 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) |
| **Target Audience** (Total #) | *List the identified audience roles and their number (e.g. CDOT HR 15 Employees)*  |
| **Process** | *Identify the high-level Business Process for the “whole course”. (e.g. Training Material Development)* |
| **Process Touch Points** | *Identify touch points with other Business Processes (e.g. All HR Functions where training materials are developed)* |
| **Sections** | List the sections or topics of the course:* *Learning Logistics*
* *Course Introduction*
* *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.*
* *Conclusion*
 |
| **Course Duration (Est.)** | *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.)*  |
| **Delivery Method(s)** | *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.)* |
| **Prerequisites** | * *A List of the skills the participants must bring to the course to be successful. (e.g. Knowledge of Microsoft Word, MS PowerPoint)*
 |
| **SME(s)** | *Who is the Functional “owner?” Best if ONE person is responsible.*  |
| **Training Developer(s)** | *Who is the Training “owner?” Best if ONE person is responsible.* |
| **Training Evaluator** | The OED Manager |
| **Instructor(s)** | *Who is training the course? For scheduling purposes and T-t-T scheduling. For eLearning put “eLearning”* |
| **Frequency** | *Based on how critical the need is and the size of the audience.* |
| **Course Content Reviewer(s) and Approver** | *Who will be responsible for reviewing draft course materials? Who has final approval of course materials?**Note: These need to be two different people* |
| **Location** | * *To Be Determined (Enter the location as soon as it is confirmed if it is not known Enter TBD (To Be Determined)*
 |
| **List of Training Materials Required to Support Course Delivery** | * *Quick Reference Guides, Polices, Process flows and Forms*
 |

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

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| **Section 1 –** Course Introduction | **Time:** XX minutes based on Course Duration above after curriculum is complete |
| **Section Objectives** | Upon completing this section, participants should be able to:* *Starting each bullet with a verb, list what the training participants will learn in this section*
 |
| **Business Process** | *Identify Business Process(es) to be discussed* |
| **Terms and Concepts** | * *Identify key terms and concepts that address the Section Learning Objectives and list them here. In the format of:* ***Term*** *- Definition*
 |
| **Supporting Documents** | **Forms** | **Policy** | **Other** | **Demo** | **Exercise** |
| *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* ***simple*** *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 |  |  |

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| **Section** 2 **– Section Title** | **Time:** XX minutes based on Course Duration above after curriculum is complete |
| **Section Objectives** | Upon completing this section, participants should be able to:* *Starting each bullet with a verb, list what the training participants will learn in this section*
 |
| **Business Process** | *Identify Business Process(es) to be discussed*  |
| **Terms and Concepts** | * *Identify key terms and concepts that address the Section Learning Objectives and list them here. In the format of:* ***Term*** *- Definition*
 |
| **Supporting Documents** | **Forms** | **Policy** | **Other** | **Demo** | **Exercise** |
| *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* ***simple*** *but they need to be able to do it?. Is it critical or difficult and they must be able to explain it (Exercise)?* |  |  |  |  |  |

**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.**

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| --- | --- |
| **Section** X **– Title** | **Time:** XX minutes based on Course Duration above after curriculum is complete |
| **Section Objectives** | Upon completing this section, participants should be able to:* Starting each bullet with a verb, list what the training participants will learn in this section
 |
| **Business Process** | Identify Business Process(es) to be discussed |
| **Terms and Concepts** | * Identify key terms and concepts that address the Section Learning Objectives and list them here. In the form of: **Term** - Definition
 |
| **Supporting Documents** | **Forms** | **Policy** | **Other** | **Demo** | **Exercise** |
| *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* ***simple*** *but they need to be able to do it?. Is it critical or difficult and they must be able to explain it (Exercise)?*  |  |  |  |  |  |

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