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| 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* | |  | |  |  |  |  |