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| **Performance Management for employees** | |
| **Course Title** | Creating a Course Using Training Templates |
| **Course Description** | This course is designed to teach non-management CDOT employees how to use the online performance management system. |
| **Target Audience** (Total #) | *All Non-Supervisory Employees* |
| **Process** | *Performance Management* |
| **Sections** | * *Learning Logistics* * *Section 1 – Performance Management Overview (Roles and Responsibilities)* * *Section 2 - Timelines* * *Section 3 – Alignment with Vison and Values* * *Section 4 - Accountability* * *Conclusion* |
| **Course Duration (Est.)** | *45 Minutes* |
| **Delivery Method(s)** | *eLearning* |
| **Prerequisites** | * *None* |
| **SME(s)** | *Susan Maxfield* |
| **Training Developer(s)** | *Jason Prince* |
| **Training Evaluator** |  |
| **Instructor(s)** | *eLearning* |
| **Frequency** | *Once and then as required based upon demand* |
| **Course Content Reviewer(s) and Approver** | *Susan Maxfield and Jason Prince* |
| **Location** | *TBD* |
| **List of Training Materials Required to Support Course Delivery** | IN addition to the creation of the course, the following videos will be created to support eLearning:   1. Basic Navigation 2. Creating a Badge 3. Disputing an Evaluation (level 1) 4. Acknowledging a Goal |

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| **Course Purpose** |
| This course is designed to teach participants the basic skills required to use the Performance Management System | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * *Identify* | |

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| **Section: Learning Logistics** | | | **Time:** 10 minutes | | | | |
| **Section Objectives:** | Upon completing this section, participants should be able to:   * *Introduce the course agenda* * *Describe the learning objectives of the course* * *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** |
| *None* | |  | |  |  |  |  |

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| **Section 1: Course Introduction** | | | **Time:** 20 minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * *Identify key terms and concepts* * *Describe the training development process at a high-level* * *Access the training templates* * *Describe how templates are used to develop training* * *Apply styles and default font settings for templates* * *Identify the connection points between templates* * *Perform copy and paste into templates using paste special* * *Apply Naming and versioning of training documents* | | | | | | |
| **Business Process** | * *Training Development* | | | | | | |
| **Terms and Concepts** | * ***Training Development Process*** *- The process by which training is developed. It consists of five stages: needs assessment, design, development, implement and evaluate.* * ***Template*** *– A preset format for a document or presentation used so that the format does not have to be recreated.* * ***Format*** *– The way in which the template or document is arranged.* * ***Course*** *– A series of lessons used to teach skills and knowledge for a task or process.* * ***Style*** *– A Predefined format of text in PowerPoint or Word used to maintain a consistent format to the presentation or document.* | | | | | | |
| **Supporting Documents** | | **Forms** | | **Policy** | **Other** | **Demo** | **Exercise** |
| Key Terms and Concepts | |  | |  | X |  |  |
| Completed Curricula for this Course | |  | |  | X |  |  |

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| **Section 02: Curricula Template** | | | **Time:** 1 hour | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * *Identify key terms and concepts* * *Describe the what the Curricula is and why it is used* * *Describe the review process to approve the Curricula* * *Identify the sections and terms of the Curricula Template* * *Describe how to use copy and paste to create a new section within the course* * *Identify when the Curricula is complete* | | | | | | |
| **Terms and Concepts** | * **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** |
| *Curriculum Template* | |  | |  | X |  |  |
| *Sample Curricula for this Course* | |  | |  | X |  |  |
| *Copy and Paste to Create a New Section in the Training Curricula* | |  | |  |  | X |  |
| *Completing a Section within the Curricula Template* | |  | |  |  |  | X |

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| **Section 03: PowerPoint Creation** | | | **Time:** 1 hour | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * 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** | * *Sample Business Process* | | | | | | |
| **Terms and Concepts** | * **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** |
| *Terms and Concepts* | |  | |  | X |  |  |
| *PowerPoint Template* | |  | |  | X |  |  |
| *Displaying Slides and Creating a New Section* | |  | |  |  | X |  |
| *Updating Hidden Slide in Notes View* | |  | |  |  | X |  |
| *Image Review Checklist* | |  | |  |  |  |  |
| *Create a Process Flow* | |  | |  |  |  | X |
| *Question Creation Checklist* | |  | |  | X |  |  |
| *Filling in the PowerPoint Template Using the Curricula* | |  | |  |  | X | X |
| *PowerPoint Self-review Checklist* | |  | |  | X |  |  |

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| **Section 04: Other Templates** | | | **Time:** 30 Minutes | | | | |
| **Section Objectives** | Upon completing this section, participants should be able to:   * Create the Key Terms and Concepts Template * Create the Resource Materials Table of Contents Document | | | | | | |
| **Business Process** | * 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 |  |  |
| *Resource Material Table of Contents Template* | |  | |  | X |  |  |
| *Adding a Section and Updating the Table in the Resource Material Table of Contents Template* | |  | |  |  |  | X |

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

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