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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*  |  |  |  |  |  |