CDOTU Form eLearning Corrections & Updates (6.02.2016)

Corrections/Additions

~~Slide 4: Bullet 1 Change to read “The New Training Coordination Form can be found…”~~

Slide 8.1(Resources): Change slide header to read “Page One of the New Training Coordination Form”

 Replace image form with updated version (New Training Coordination Form)

Regarding the pop up boxes for Slide 8: There seems to be a character limit for the header. Is there a way to either get the whole text of the header to show or can we remove the header altogether or could we just us the key word for that fill in field such as “Title”, “Sponsor”, “Objectives”, etc.

~~Slide 8.2 (Resources): Block A. Change “Tile” to “Title”~~

Slide 8.3 (Resources): Block B. List the sponsor for this training. The sponsor should be a senior manager or higher.

Slide 8.4 (Resources): Add text “List the intended groups, positions or roles for this training.”

Slide 8.5/8.8 (Resources): Fields and Headers are miss-aligned with each other and the menu items to the right.

Slide 8.5 (Resources): Add text “List the desired results or outcomes from this training.”

Slide 8.6 (Resources): Add text “List the specific learning objectives that will provide skills or knowledge to the desired learning results.

Slide 8.7 (Resources): Add text “Describe how you will measure or determine whether the training was effective or not.

Slide 8.8 (Resources): Add text “Check the appropriate box for method of delivery for this training.”

Resources Page Two

Comment: Could we re-title the pop up header to “Page Two” instead of “Introduction”? Additionally, I think we can remove the form title in the Page Two pop up.

Slide 9.2 (Resources): Add text “List the length of the course in hours (or in minutes if the duration is less than an hour).”

Slide 9.3 (Resources): Add text “List any prerequisites that a student must complete before taking this course.”

Slide 9.4 (Resources): Add text “Check the appropriate box. If this course is intended as mandatory, provide the citation from the statue, regulation or policy that requires it.”

Note: Similar alignment issues on this page starting with item 9.5.

Slide 9.5 (Resources): Add text “Provide a brief statement describing why this training is needed now or in the near future.”

Slide 9.6 (Resources): Add text “Briefly explain the potential impact if the training isn’t approved by your sponsor.”

Slide 9.7 (Resources): Title for field M was changed on the updated version of this form. Change to:

“Who will develop and/or deliver this course?”

 Add text “Check the appropriate box. If using a vendor to develop or deliver the training, please list with estimated cost.

Item N. Add text “Use this space to list any additional documentation that you are including with this form.”