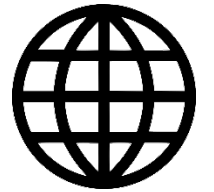# What you'll find in the following slides:

- ❑ **2024 Course Planning Deadlines**
- ❑ **Learning Partners Webpage Info**
- ❑ **2024: What's New?**
- ❑ **2024 Course Development Process Overview**
- ❑ **Deadlines again – *super important!***

2024 Course Planning Deadlines

Slide #	Deadlines:	Your Tasks (Learning Partner):	Our Tasks (OD):
	October 24, 2023	❑ Receive this Learning Partner communication ❑ **Review slide deck** (process updates, new resources, deadlines, plan for your 2024 courses)	
	Open Office Hours • November 6, 2023 | 1 – 3:30pm • November 8, 2023 | 10:30am – Noon	❑ Join us at **Open Office Hours** if you have any questions about 2024 course planning, feedback for the 2023 Learning Partners Program, or just want to say hi! **Join Zoom Meeting:** https://cityofmadison.zoom.us/j/8314334412?pwd=YVlTK1J5Q3B3RzlsSVBib0lQNWo2Zz09 **Meeting ID**: 831 433 4412 **Passcode**: 8QtZ01	❑ We'll be available during these times.
Slides 8 – 9 and 17 - 18	November 10, 2023	**FIRST STEP IN PLANNING PROCESS:** ❑ **Coordinate your preferred 2024 course calendar dates with OD by this date**.	❑ OD Coordinator will work with you to get Holds on the OD calendar based on dates still available for 2024.
Slides 22 - 23	November 10 – December 1, 2023	❑ **Submit course information** to get your course operationally ready and live for registration	❑ You will receive a confirmation that your course information was received. ❑ OD Coordinator will build your course webpage, registration page, and get everything on the back-end operationally ready.

	November 10 – December 15, 2023	❑ Expect **course proofing email(s)** for each of your course(s)
		   ❑ Review course webpage
		   ❑ Review course registration page
		❑ Expect a notice from OD when your course is **live**!
			❑ We'll send you proofing emails along the way.
			❑ Once everything's reviewed, we'll make your course LIVE and available for folks to register.

	December 18 – 20, 2023	❑ Expect the 2024 Year Course Calendar to be published to Learning Partners	
Slides 19 - 21	December 20, 2023	❑ **If you are offering a course in January 2024, course curriculum (Lesson Plan, Slide Decks, Learner Workbooks, etc.) should be submitted to OD by 12/20/2023.** ❑ If beyond January, course materials are due *at least* **4 weeks prior to the course date**.	❑ OD Manager (Anne Nowak) and OD Coordinator (Emily Jamieson) will serve as L+D subject matter expert for curriculum review until the L+D Specialist starts. Recruitment is underway, stay tuned for updates!
	January 2 – 5, 2024	❑ Expect the 2024 Quarter 1 Course Calendar to be published to All City Staff	
	Early 2024	❑ Receive 2023 Learning Partner Course Evaluation Summary	

Learning Partners Webpage

[Visit our Learning Partners Webpage](#) anytime to locate…

- An overview of the Learning Partner's Program
- Details on the Course Development Process
- A link to this slide deck
- The official Course Planning Checklist
- Other resources to help you take your course from concept to delivery, and beyond!

SCHEDULE → PLAN → BUILD → ADVERTISE → DELIVER → ENHANCE
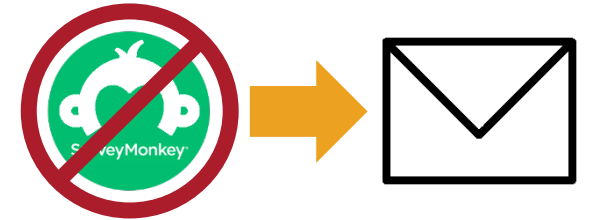
2024: What's New?

Course Planning Form Update

Course Planning Form Update

GREAT NEWS!

- For 2024 Course Planning, you will **no longer required** to complete a Course Planning Form in Survey Monkey.

New Way to Submit Course Information:

- You will find a **Course Planning Checklist** included in the email with this slide deck *(also hyperlinked).*

  - ❑ Use this checklist to gather the items you'll need to submit to us to get your course **operationally ready** & **live for registration**.

  - ❑ Once you have all items on the checklist gathered & prepped, send everything over in an email to OrganizationalDevelopment@cityofmadison.com with a subject line including the words "2024 Course: Course Title".

    - ❑ We ask that you send a **separate email** for each individual course.

  - ❑ You'll receive a confirmation email once received.

  - ❑ Expect proofing email(s) for each course as we begin to build them out – *this is for you to review the course webpage(s) and registration webpage(s) prior to going fully live for folks to register.*

Course Date & Scheduling Update

OD Coordinator

Course Date & Scheduling Update

Selecting Date(s) and Time(s), Duration and Number of Sessions is now **<u>a separate part of the Course Planning Checklist process.</u>**

❑ Once you know you want to host a course on the OD Calendar, **reach out to OD ASAP** to coordinate date(s) and time(s).

   ❑ The 2024 course calendar is filling up **<u>FAST.</u>**

   ❑ **Send your requested 2024 dates to the OD inbox by Friday, November 10, 2023** *(even if you don't have all the details of your course planned yet).*

      • We will do our *absolute best* to get you the date and timeslot you prefer, but please keep in mind that there are over 20 learning partners to coordinate with.

      • *Note*: In the past, we've stuck to one course/day, in 2024, we're opening this up to two-courses per day – with consideration for type of course and audience so learners don't have to choose between courses on any given day.

❑ When you send your requested dates/times to the OD inbox, **please include the following details:**

   ❑ **Course Length/Duration** – *1 hour, 1.5 hours, or 2 hours (with a built-in break half-way through) are best!*

   ❑ **Number of Sessions** – *We highly encourage one per quarter minimum! – Again, the sooner you get ALL your course dates to us, the better since the 2024 course calendar is filling up for the whole year – not just quarter 1!*

Course Materials Requirements

Course Materials Requirements

New Requirement for Each Course Webpage:

- To maintain consistency across Organizational Development Course webpages and to ensure our courses are accessible to all, **PDF versions of your completed course materials are now required to be posted on course webpages**.

  - *This includes:*
    - ❑ **Slide Decks** – *Presenter notes do not need to be included in the PDF version for posting.*
    - ❑ **Learner Workbooks**
    - ❑ Any other **document** and/or **resource** used in the course. *(These are not limited to PDF's).*

  - Having access to materials ahead of time can greatly improve the experience of our learners with access needs.

- Completed course materials should be sent to Organizational Development **_at least_ 7 (seven) days prior to your course** so we have enough time to post them for folks to access.
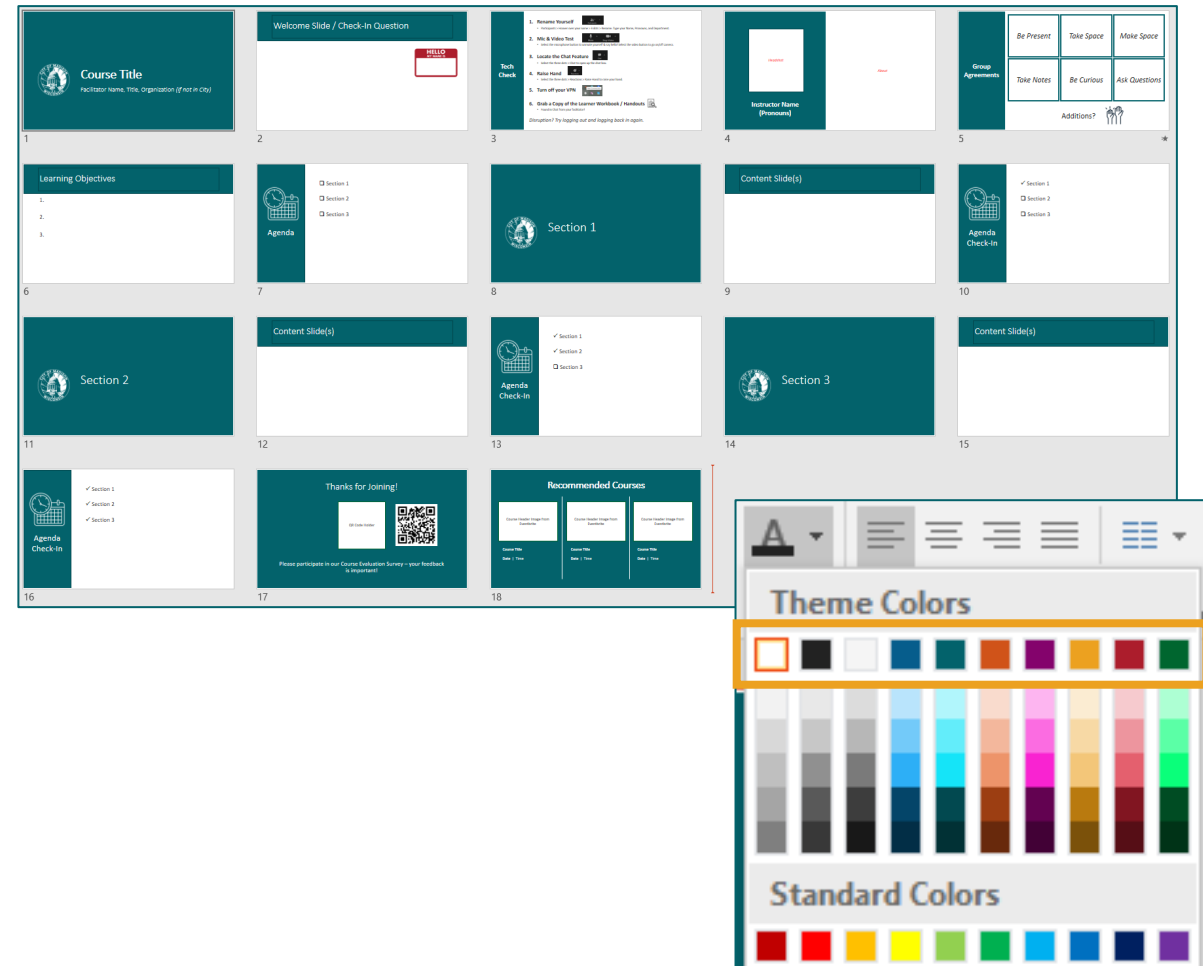
NEW Toolkits & Resources

LP Toolkit: Slide Decks

Slide Deck Template

- You can find this in the **Course Building Toolkit**
- The City of Madison's Brand Style Guide colors are pre-loaded into this template.
- Standard slides pre-loaded:
  - Introductions
  - Tech-Check
  - Instructor Introduction
  - Group Agreements
  - Learning Objectives
  - Agenda
  - Sections
  - Agenda Check-In's
  - Course Evaluation + QR Code

- ***Reminder***: *A PDF version of completed slide decks will be required to be posted on course pages going forward, as this greatly helps our learners with access needs.*

LP Toolkit: Learner Workbooks

Learner Workbook Template

- You can find this in the **Course Building Toolkit**
- The City of Madison's Brand Style Guide colors are pre-loaded into this template.
- Use this template to create a **workbook for learners to synthesize what you're teaching them in your course**.
- Standard slides pre-loaded:
  - Blank Page + Header for Topics
  - Fill-in-the-Blanks + Notes Section
  - Resources & Support Table at the End

- ***Reminder***: *A PDF version of completed learner materials will be required to be posted on course pages going forward, as this greatly helps our learners with access needs.*

- ***Also Note***: *Organizational Development is available to assist with creating fillable versions of your learner workbooks – reach out to the OD inbox to request this support!*
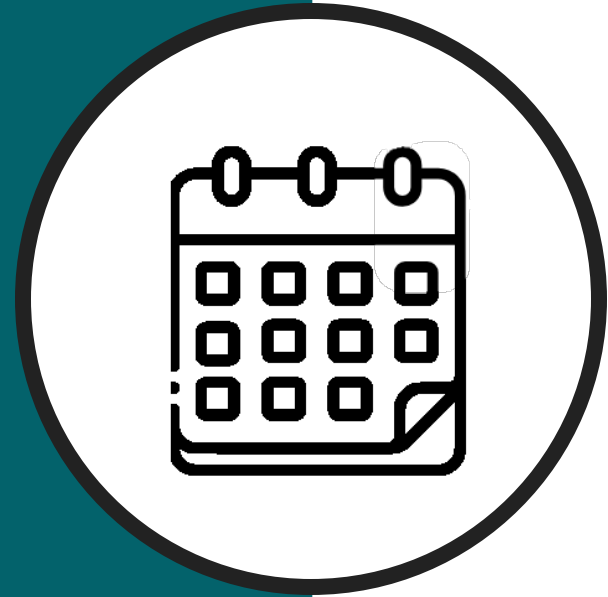
LP Toolkit: Icon Library

Icon Library

- You can find this in the **Course Building Toolkit**
- Use this library as a one-stop-shop for finding icons to add to your Slide Decks and Learner Workbooks.
- Visuals like simple icons can help encourage learners make associations between pieces of information, soak up chunks of course content quickly, and function as a memory aid.
- They also add visual interest and an aspect of fun to your content ☺
  - *Icons found here are formatted with Alt-Text, which should carry through to your documents when copied & pasted.*

Coordinating with OD on Dates

This is important, so just repeating the same information as earlier from the "What's New" section:

- Selecting Dates, Times, Duration and Number of Sessions is **a separate part of the Course Planning Checklist process.**

- Once you know you want to host a course on the OD Calendar, **reach out to OD ASAP** to coordinate date(s) and time(s).
  - ❑ The 2024 course calendar is filling up <u>**FAST.**</u> **– So, be sure to send your requested 2024 dates to the OD inbox by Friday, November 10, 2023** *(even if you don't have all the details of your course planned yet).*
  - We will do our *absolute best* to get you the date and timeslot you prefer, but please keep in mind that there are over 20 learning partners to coordinate with! – <u>The sooner you get your preferred dates to us, the higher your likelihood of getting those dates.</u>
  - Note: In the past, we've stuck to one course/day, in 2024, we're opening this up to two-courses per day – with consideration for type of course and audience so learners don't have to choose between courses on any given day.

- ❑ When you send your requested dates/times to the OD inbox, also include the following details:
  - ❑ **Course Length/Duration** – *1 hour, 1.5 hours, or 2 hours (with a built-in break half-way through) are best!*
  - ❑ **Number of Sessions –** *We highly encourage one per quarter minimum! – Again, the sooner you get ALL your course dates to us, the better since the 2024 course calendar is filling up for the whole year – not just quarter 1!*

2. Build / Review Your Course Curriculum

L+D Specialist / OD Manager

Learning Partner Roles & Responsibilities

- **Learning Partner** = *Subject Matter Expert*
  - ❑ Content
  - ❑ Topics
  - ❑ Lessons

- **Learning + Development Specialist** = *Subject Matter Expert for Adult Learning Principles and Curriculum Design*
  - ❑ Course content/lesson layout & design
  - ❑ Engagement + teaching techniques

Curriculum Review Process

- Whether you're building a *NEW* course or *re-vamping* a course you've facilitate in the past, **it's good to have a second set of eyes on your content.**
    - **Remember**: the Learning + Development specialist is here to support you! We encourage Learning Partners to take advantage of this **curriculum support** and **L+D subject matter expertise**.
        - *As you begin to plan your 2024 courses, the OD Manager, Anne Nowak, and OD Coordinator, Emily Jamieson together are here to offer that expertise until the L+D Specialist starts. Recruitment is underway, stay tuned for updates!*

- **What L+D Aspects We'll Consider:**
    - ❑ General design of your curriculum
    - ❑ Adult learning principles + best practices
    - ❑ Facilitation best practices

- **Deadline:** **When working with the OD for content review,** course materials must be sent to OD at least **four (4) weeks prior to your course date** so there's ample time to review, adjust if needed, and post on the course page before the course date.

3. Getting Your Course Operationally Ready & Live for Registration

OD Coordinator

Course Planning Checklist

- The Course Planning Checklist is your ultimate guide for gathering the information you need to get your course operationally ready and live for folks to register.

- Once you have everything on this checklist together, send it on over to OrganizationalDevelopment@cityofmadison.com with the words "2024 Course: Course Title" in the subject line.

- Remember: IF you intend to host a course in January 2024, the deadline for course materials is December 20, 2023.

CITY OF MADISON
Updated 10/24/2023

Course Planning Checklist

Use this checklist to gather the items you'll need to submit to Organizational Development (OD) to get your course operationally ready and live for registration. Once you have all items on the checklist gathered and prepped, send everything over in an email to OrganizationalDevelopment@cityofmadison.com with a subject line including the words "2024 Course: Course Title". If you have more than one course that you're submitting planning information for, we ask that you send a separate email for each individual course. You'll receive a confirmation email once received, and you can expect proofing email(s) for each course as we begin to build them.

START HERE: Course Date & Scheduling
- ☐ Coordinate with OD on Date(s) and Time(s), Duration, and Number of Sessions
  Once you know you want to host a course on the OD Calendar, reach out to OD ASAP to coordinate. The 2024 Course Calendar is filling up FAST. Keep in mind that we're coordinating with over 20 Learning Partners. The sooner you get your preferred dates to us, the higher your likelihood of getting those dates.

Course Information
- ☐ Course Title and Description – *Explain what learners will learn from your class & hook them on the topic.*
- ☐ Course Summary – *A 25-word max summary one-liner for your course's Eventbrite Registration page.*
- ☐ Three (3) Learning Objectives – *Outline exactly what participants should be able to do differently by the end of the course.*
- ☐ Course Materials – Please send all course materials to OrganizationalDevelopment@cityofmadison.com at least four (4) weeks prior to your course date. *Course materials are now required to be posted on course pages for folks to access prior to the course. If changes are made, please send an updated document to OD at least seven (7) days prior to the course.*
  - ☐ Slide Deck(s)
  - ☐ Learner Workbook(s)
  - ☐ Any other document or resource you plan on using in the course *(Including items like; agendas, outlines, tip-sheets, job aids, pre-work assignments, etc.).*
- ☐ Other Information
  - ☐ Learning Categories
  - ☐ Choose a Course Image – *This will become the Eventbrite Registration header image and will be used for Course Highlight Emails should additional marketing be needed. if none are submitted, OD will select one for you.*
  - ☐ Are there any pre-requisite courses?

Facilitator Information
Facilitators (aka Trainers, Teachers, Instructors) lead the session and are responsible for the course's overall success. Moderators provide technical assistance and support to learners and facilitators. *If you've facilitated a course with us before, you are likely already on our Meet Your Instructors webpage. Please review and submit new or updated information as needed.*

- ☐ Facilitator Contact Info & Bio
- ☐ Co-Facilitator/Moderator Contact Info & Bio – *if there is one.*
  - ☐ Requesting OD Support for Course Moderation

Additional Information
- ☐ Targeted Audience(s) - All Employees, Supervisors & Managers, Specific Employee Groups – *this helps folks search by target audience in the Course Catalogue online.*
- ☐ Maximum Number of Learners – *Standard options include 12, 24, 40, or 100. Due to registration platform limitations, the max is 100 registrants.*
- ☐ City Partner Seats – *How many seats do you want available to non-City staff? Learn more about our City Partners Program.*
- ☐ Recurring Zoom Link – *OD typically uses their Zoom account for courses on the OD Calendar – this has been best for operations/logistics support, attendance support, and so information is all in one place for folks who reach out to the OD Inbox with questions about how to join. If you prefer to use your own Zoom or your department's Zoom account, please coordinate with OD to ensure meetings are set up properly!*

We know that details may change, so just email us at OrganizationalDevelopment@cityofmadison.com with a heads-up.
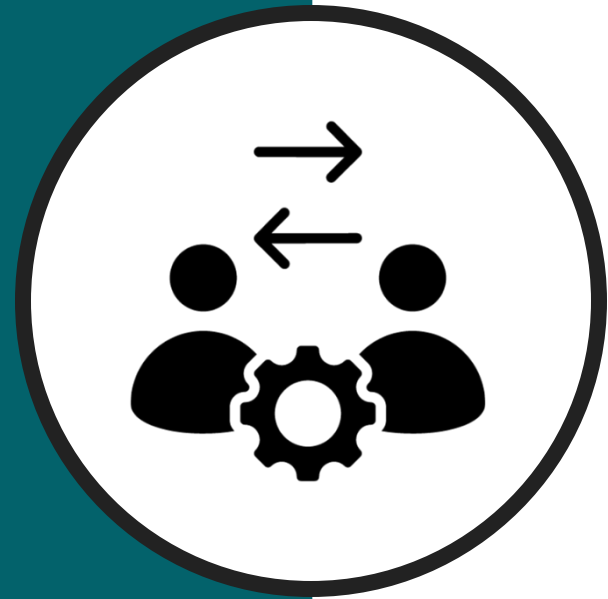
4. What to Expect as Your Course Date Approaches

Learning Partner & OD Coordinator
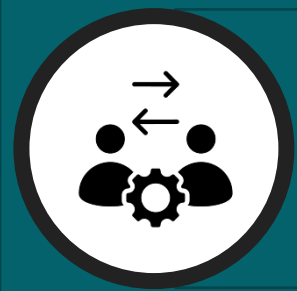
What to Expect as Your Course Date Approaches

You can expect all communications to come from the OD Inbox

Course is built & LIVE

6-Weeks out from the Course Date:
❑ OD begins to market your course in our Weekly Upcoming Courses emails to All-Email Users *(sent out every Tuesday at 3 PM).*

1-week out from the Course Date:
❑ OD will check in again with an updated registration amount, if any new access needs requests came in, and when to expect an attendance sheet to be sent your way.
❑ If registration amounts are still low, we can discuss last-minute marketing efforts. This is also when we would consider rescheduling or cancelling.

Day-of the Course:
❑ Once we receive the completed attendance sheet, OD will update our attendance records, and send out follow-up emails.
❑ A follow-up email for folks who attended is sent out with a thank you and a reminder to complete the Course Evaluation.
❑ A follow-up email for folks who no-showed is also sent out with a sorry we missed you message and a link to future course sessions.

3-Weeks out from the Course Date:
❑ OD checks-in with you about registration numbers, access needs requests, if additional marketing is needed, and reminds you of what the next steps are.
❑ If registration numbers are on the lower end, additional marketing is needed. There are ideas on the Learning Partners Webpage, and OD can create a Course Highlight Email for you to send out to your desired audiences.

2-3 Days out from the Course Date:
❑ OD will send an attendance sheet and a reminder about the Course Evaluation your way.
❑ You'll notice a column titled "Attended?" – this is where you'll need to mark if someone attended or not. Once your course is done, send the completed attendance sheet back to OD to update our attendance records.
❑ The Slide Deck Template includes the current year's Course Evaluation link, but this email is a great reminder to send this out to folks during the course!

The Friday following a Course:
❑ OD will send you a summary of the course evaluations received. If you do not receive this the Friday after your course, this may be that the amount of responses received is low, and we're giving folks more time to submit feedback. You can expect this the next Friday if this is the case.

Remember:
We're Here to
Support You!

How we offer our support:

- ❑ Curriculum review with L+D Specialist
- ❑ 1:1 meetings with the L+D Specialist for guidance
- ❑ Course materials design support from OD Coordinator
- ❑ Course operations and registration support from OD Coordinator
  - ❑ *Communications and check-ins leading up to your course date(s).*
- ❑ Course moderation support from OD Coordinator
  - ❑ *L+D Specialist as back-up*

2024 Course Planning Deadlines

Slide #	Deadlines:	Your Tasks (Learning Partner):	Our Tasks (OD):
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	January 2 – 5, 2024	❑ Expect the 2024 Quarter 1 Course Calendar to be published to All City Staff	
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Questions?

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