****Course Planning Form**

**Instructions:** This form is meant to be used alongside the Course Planning Checklist found on our [Learning Partners > Course Development Process webpage, under “Step 2: Plan” Tools](https://www.cityofmadison.com/employeenet/professional-development/learning-partners-hub/course-development-process).

Please complete all the fields below and send to OrganizationalDevelopment@cityofmadison.com for us to prepare your course webpages.

# **Course Date & Scheduling Information**

**Course Date & Scheduling:** [ ]  **Acknowledgement:** I have coordinated Date(s), Time(s), Duration, and Number of Sessions with OD **already.**

**Course Cancellations:** [ ]   **Acknowledgement:** I reviewed [HR-OD Cancellation Policies](https://www.cityofmadison.com/human-resources/organizational-development/courses/cancellation-policies) and **am okay with a 10-registrant minimum**.

# **Course Detail Information**

**Course Title & Description:**

Insert Course Title here.

 Insert Course Description here.

**Course Summary:** *Imagine this being your marketing blurb! Hook your learners. No more than 25 words please.*

 Insert Course Summary here.

**Learning Objectives Supporting Skill Development:** *Recommend no more than 5.*

1. Insert Learning Objective 1 here.
2. Insert Learning Objective 2 here.
3. Insert Learning Objective 3 here.
4. Insert Learning Objective 4 here.
5. Insert Learning Objective 5 here.

**Course Materials:**

[ ]  **Acknowledgement:** I understand course materials should be sent to HR-OD **at least four (4) weeks prior to my course date…**

[ ]  **Acknowledgement:** …and I have added a reminder to my calendarto send these!

**Learning Topics:** *Course Learning Topics allow folks to filter by the topics of interest in our City of Madison course catalogue. Select the Topic(s) your course most aligns with.*

[ ]  Accessibility

[ ]  Change Management

[ ]  City Policy & Compliance

[ ]  Communications

[ ]  Continuous Improvement

[ ]  Customer Service

[ ]  Data

[ ]  Diversity, Equity, & Inclusion

[ ]  Facilitation & Course Design

[ ]  Interpersonal Communication *(i.e. Conflict Resolution, Feedback)*

 [ ]  Leadership

[ ]  Management

[ ]  Microsoft

[ ]  Personal & Professional Development

[ ]  Retirement Planning

[ ]  Software & Systems

[ ]  Technical & Job-Specific Skills

[ ]  Wellness

[ ]  Work Culture

[ ]  Workload Management *(i.e. Work Planning, Productivity)*

[ ]  Workplace Safety

**Course Image:** *Use the* [*City of Madison Photo Library*](https://photos.cityofmadison.com:8095/city_of_madison_photo_library/#/) *to find a course image. Submit this to the HR-OD inbox when sending this completed form our way. This will be the image that we use to market your course, and recommend you use this in your slides for consistency.*

[ ]  **Acknowledgement:** I’ve included an image with this form.

[ ]   **Alternative:** HR-OD can select an image that fits for me.

**Any Pre-Requisite Courses?**

Insert Titles & Course URLs to those Prerequisites here.

# **Facilitator Information**

**Are you a returning facilitator? Review your bio on our** [**Meet Your Instructors webpage**](https://www.cityofmadison.com/human-resources/organizational-development/courses/meet-your-instructors)**. Share any update requests below.**

**Facilitator Contact Information & Bio:**

 Insert your bio (updates) and any contact information you want your learners to have here. Aim for 3-5 sentences for space limitation.

# **Additional Information**

**Target Audience(s):** [ ]  All Employees [ ]  Supervisors & Managers [ ]  Specific Employee Groups

**Maximum Number of Learners:** [ ]  12 [ ]  24 [ ]  40 [ ]  100 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_

**City Partner Seats:** [**Learn about our City Partners Program.**](https://www.cityofmadison.com/human-resources/organizational-development/courses/city-partners)[ ]  None [ ]  5 [ ]  10 [ ]  15 [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_

**Day-Of Course Support:** [ ]  Requesting HR-OD **Attendance** Support [ ]  Requesting HR-OD **Moderation** Support [ ]  **No Support Needed**

**Recurring Zoom Link: We highly recommend using the HR-OD Zoom account for course links!!**

[ ]  HR-OD Zoom Link works for me!

[ ]  I would prefer to use my own Zoom Account/Link – please set up a recurring, no fixed time Zoom link to use for all of your course sessions in the same calendar year.

Paste your Recurring, No-Fixed-Time Zoom Invite details here if you’re going this route.

**Recurring Teams Link:**

If you prefer to host via Teams, we recommend creating a Static Meeting Link. Instructions on how to do so below:

In Teams, you want to set up a “Static Meeting Link” – using the “Meet Now” button in the app.

This is for a personal/team meeting space that can be accessed anytime in the future. This is the type of link that would be best for trainings.

 Paste your Static Meeting Teams Invite details here if you’re going this route.