

Course Planning Form Checklist

Not sure what information you need to complete a Course Planning Form? Use this checklist to help you prepare. And we know that details change, so just email us at OrganizationalDevelopment@cityofmadison.com with a heads-up.

Please note – Survey Monkey does not allow entries to be saved partway through. Please gather all of the items below before starting for the best possible experience.

Course Information

Completing this section allows you to organize your initial course material and consider how best to convey the content.

- Course Title and Description** – Explain what participants will get out of your class and hook them on the topic. Word limit: 150 Description, 25 Summary.
- Three 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. Underlined items are added to course pages for folks to access prior to the course date. If you make changes, please send an updated document to us at **least two days before** the course.
 - Course Agenda or Outline
 - PowerPoint Slides
 - Handout(s), Tip Sheet(s), Job Aid(s)
 - Pre-Work Assignments
 - Any Assessments
- Additional Information** – Learning Categories, Course Image, and any Prerequisite 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're most likely on our [Meet Your Instructors](#) webpage already. Please review and submit new or updated information as needed.*

- Facilitator Contact Info & Bio.**
- Co-Facilitator/Moderator Contact Info & Bio** if there is one.

Scheduling Information

Help us understand the logistics of your class so we can build your course registration page.

- Targeted Audience(s)** - All Employees, Supervisors & Managers, Specific Employee Groups, etc.
- Number of Sessions** – How many times do you want to offer your course this year?
- Maximum Number of Learners** – Standard options include 12, 24, 40, or 100.
- City Partner Seats** – Learn more about our [City Partners Program](#).
- Training Dates and Start Times** – Please submit a few options. For best turn out, avoid Mondays and Fridays.
- Course Length/Duration** – We recommend limiting modules to 90 minutes max.
- Recurring Zoom Link** – The majority of City of Madison courses will continue to be offered virtually in 2023.

Acknowledgements

Every Learning Partner course is eligible for advertising support from Organizational Development, in the form of weekly e-Blasts to All Email Users. Included in the Course Planning Form are acknowledgements and ideas for how to advertise for your course in addition to those weekly emails. A note about our standard 2023 Course Evaluation Form is also included.

- Advertising and Equity in Opportunity** – [Advertising Resources for Learning Partners](#)
- Evaluation** – Standard [2023 Evaluation Form](#)

Course Planning feels better with support.

Let the Organizational Development team help you design, deliver, and evaluate the best course for your audience.

Get in touch with us at OrganizationalDevelopment@cityofmadison.com.