

|  |
| --- |
| ***COURSE DATE & SCHEDULING*** |
| **Course Date & Scheduling:** | [ ]  I have coordinated Date(s), Time(s), Duration, and Number of Sessions with OD **already.** |
| **Course Cancellation:** | [ ]  I have reviewed the [HR-OD Cancellation Policies](https://www.cityofmadison.com/human-resources/organizational-development/courses/cancellation-policies) and **agree with the 10 registrant minimum requirement**.  |
| ***COURSE INFORMATION*** |
| **Course Title & Description:** |  |
| **Course Summary:** |  |
| **Three (3) Learning Objectives:** | 1. 2. 3.  |
| **Course Materials:** | [ ]  I am aware that course materials should be sent to Organizational Development **at least four (4) weeks prior to my course date…**[ ]  …and have added a reminder to my calendarto send these!  |
| [**Learning Categories:**](https://www.cityofmadison.com/human-resources/documents/learning-partners/Course%20Learning%20Categories_0.pdf)*Course Learning Categories allow folks to filter by the topics of interest in our City of Madison course catalogue.*  |  |
| [**Choose a Course Image:**](https://photos.cityofmadison.com:8095/city_of_madison_photo_library/#/) |  |
| **Any Pre-Requisite Courses?** |  |
| ***FACILITATIOR INFORMATION*** |
| **Are you a returning facilitator? Review your bio on our** [**Meet Your Instructors**](https://www.cityofmadison.com/human-resources/organizational-development/courses/meet-your-instructors) **webpage. Share any update requests below.** |
| **Facilitator Contact Info & Bio:***Facilitators (aka Trainers, Teachers, Instructors) lead the session and are responsible for the course’s overall success.* |  |
| **Moderator Contact Info & Bio:** *If different than facilitator.* *Moderators provide technical assistance and support to learners and facilitators.* |  |
| **Course Moderation:** | [ ]  Requesting OD Support for Course Moderation [ ]  No OD Moderation Support Needed |
| ***ADDITIONAL INFORMATION*** |
| **Targeted Audience(s):** | [ ]  All Employees [ ]  Supervisors & Managers [ ]  Specific Employee Groups |
| **Maximum Number of Learners:** *Due to registration platform limitations, the max is 100 registrants.* | [ ]  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: \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Recurring Zoom Link:** | [ ]  OD Zoom Link works for me/us! [ ]  Would prefer to use my/our own Zoom |
| *If using your own Zoom link, please set up a recurring, no fixed time Zoom link to use for all of your course sessions in the same calendar year.* *Please copy and paste the entire Zoom meeting invitation to the right:* |  |