

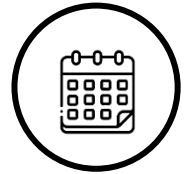
Course Planning Checklist

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.

Partnership Commitments



Instructor Expectations

To the best of their ability, Learning Partners will be expected to...

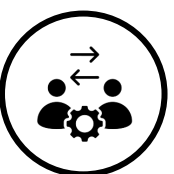
- Respond within 48 hours to emails and communicate *at least* 24 hours in advance if unable to meet a deadline set with the Organizational Development – Learning + Development Team
- Communicate any support needed from the Organizational Development – Learning + Development Team
- You can expect several communications from Organizational Development checking in about registration numbers, marketing needs, access needs of learners, and general logistics as your course date approaches.
- Commit to delivering an inclusive and innovative learning experience that helps all City of Madison employees thrive.
- Focus on the learner, create and protect an inclusive learning space, and deliver with confidence.
- Proactively ask for feedback from learners and apply continuous improvement efforts suggested in that feedback to content.
- Best practice is to allow 3-5 minutes at the end of your course to ask your learners to share their feedback on how the session went via the City of Madison Course Evaluation Form.
- Become familiar with and follow the [HR-OD Cancellation Policies](#).



Our Commitment to Inclusive Learning Spaces & Racial Equity

At the City of Madison, we acknowledge the historical role government has played in creating racial disparities and we believe we can play a role in removing barriers by addressing racial disparities in our policies, procedures, and norms. We value racial equity and accept our role as individuals to create a more inclusive workplace.

- [Gender-Inclusive Language for Facilitators](#)
- [Instructor Core Competencies](#)



Communication

Communication is key! If you have questions, concerns, or need assistance at any point in the course creation or building process, or just want to learn more about becoming a Learning Partner, don't hesitate to reach out to us. All communications should go to the OrganizationalDevelopment@cityofmadison.com inbox.

You can expect several standard communications from Organizational Development once your course is scheduled and live for registration. These communications serve as check-ins around registration numbers, marketing needs, access needs of learners, and general logistics as your course date approaches.



Marketing

Every Learning Partner course is advertised from Organizational Development in the form of weekly e-Blasts to All Email Users. Included on the [Learning Partners Program webpage](#) are ideas for how to advertise for your course in addition to those weekly emails.

- On occasion, Learning Partners will be encouraged to send out Course Highlight Emails created by the Organizational Development team from your respective individual and/or department email addresses. *Specifically, if registration numbers are lower than expected.*

Check out the [Learning Partners Program webpage](#) for course page and course material examples, slide deck and learner workbook templates, and other fantastic resources to help make your course materials the best they can be!

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.