

Application for Workplace Learning Session Development and Delivery

Thank you for your interest in becoming a Workplace Learning Facilitator. Please complete this form and submit to C-TEL for approval. If you have any questions, contact wplearn@broward.edu

Step 1: Questionnaire Section

Name: _____ Email: _____

Department: _____ Campus: _____ Phone: _____

Check one that applies:

Full-time Faculty Part-time Faculty PTS Employee* Administrator*

* Development and facilitation of WPL professional development sessions requires supervisor approval if during regular working hours.

Supervisor Name: _____

Indicate the Facilitator level you are interested in:

(Refer to the Workplace Learning Facilitator Level descriptions for more information.)

Workplace Learning SME Co-Facilitator (Level 2: I want to work with a Workplace Learning trainer/facilitator to develop and co-facilitate this session)

Workplace Learning SME Facilitator (Level 3: I want to develop and facilitate a session in my area of expertise. This option can also include multiple non-Workplace Learning SMEs working together to develop and facilitate this session. The Workplace Learning staff will provide logistical support.) Additional Names: _____

Indicate the terms you are applying for

(Note: You are agreeing to offer this session twice per term and at two campus locations):

Fall Semester Spring Semester Summer Semester Annual

Check the categories that apply to the session(s) you plan to co-develop/co-facilitate, or develop/facilitate (Refer to the descriptions for more information.)

Quality Service Skills Self-Management Skills

Leadership Programs Workplace Technologies

Describe your specific area(s) of expertise:

Over →

Step 2: Session Title (Complete one form per session topic)

Provide title of proposed session: (Limit to 50 characters or less, including spaces and symbols)

Step 3: Session Development Overview

Provide a response to the following:

1. Description of the concept/topic you plan to address in the session
2. Rationale for choosing this concept/topic
3. Target audience
4. List of course outcomes (learning or operational)
5. Synopsis of the activities participants will complete during the course
6. Description of the deliverable(s) participants will create and submit after completing the course. Participants should be allowed a minimum of 30 minutes to create this deliverable.
7. Course modality. Please check one: Face to Face Blended Online
8. Length of the course: Face to Face (1.5-4 hours) _____ Blended and Online (1.5-4 hours) _____

Step 4: Course Description

Provide a short description of no more than 100 words to be included in C-TEL course catalog.

See example below. Include the following:

1. 1-2 sentences describing concept/topic
2. 1-2 sentences giving an overview of the course
3. 1-2 sentences describing deliverable(s)

Sample course description:

QSS2001: Emotional Intelligence


2 PD hours

This course provides an overview of what Emotional Intelligence is and how it supports effectiveness in collaborating with colleagues. Participants will be introduced to the difference between our intelligence quotient (IQ) and our emotional intelligence quotient (EQ). They will gain a better understanding of our capacity to improve our EQs by developing the characteristics that can enhance our personal and professional relationships. For the interactive portion of the course, participants will self-assess their EQ ratings in four key areas and identify ways they can strengthen their EQ competencies.

Workplace Learning Subject Matter Expert (SME) Level 2 - Co-Facilitator
Center for Teaching Excellence & Learning

Broward College’s Center for Teaching Excellence & Learning (CTEL) is focused on providing an environment that fosters professional growth by offering leadership academies and workplace learning programming that addresses workplace competencies in both technical and soft skills.

In an effort to accomplish this, CTEL seeks to work with Broward College faculty, staff, and administrators who are passionate about sharing their knowledge and skills, embrace life-long learning, and enjoy collaborating with colleagues.

Level 1	SME Consultant Content Development Resource	CTEL Workplace Learning Trainer Develops & Facilitates session(s)
 Level 2	SME Level Co-Facilitator Co-Develops and Co-Facilitates session(s)	CTEL Workplace Learning Trainer Co-Develops and Co-Facilitates session(s)
Level 3	SME Level Facilitator Develops & Facilitates session(s)	CTEL Workplace Learning Staff Logistics Support Only

A Workplace Learning SME Level 2 - Co-Facilitator will complete the following activities:

1. Works as a Subject Matter Expert (SME) to collaborate with a CTET Facilitator in the co-creation and maintenance of courses, based on CTET’s course design model and requirements, within one of CTET’s course categories, which include:
 - a. Quality Service Skills
 - b. Self-Management Skills
 - c. Leadership Programs
 - d. Workplace Technologies
2. Reviews session content and evaluations for ongoing validity and effectiveness and recommends updates to course content (as needed), per the schedule below, to reflect any changes.

Two weeks prior to the beginning of each term.

- Fall semester- by the third Monday of August
- Spring Semester – by the second Monday in December
- Summer semester- by the third Monday in May

3. Co-Develops the course evaluation survey using the CTET template.
4. Co-Facilitates session(s) with CTET Trainer/Facilitator.
5. Provides CTET with a list of dates that s/he will be unavailable* to co-facilitate courses per the schedule below.
 - Fall semester – by the last Monday in July
 - Spring semester- by the last Monday in November
 - Summer- by the last Monday in April

*Depending on the topics, schedules can vary regarding the number of offerings and campus/room locations.

6. Assists with answering follow up questions and troubleshooting participant issues.


Example of this role:

- An HR Employee Relations SME co-facilitates the Management Development Supervisory Training and covers the topics of hiring within legal guidelines and employee evaluations.

**Workplace Learning Subject Matter Expert (SME) Level 1 - Consultant
Center for Teaching Excellence & Learning**

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In an effort to accomplish this, CTEL seeks to work with Broward College faculty, staff, and administrators who are passionate about sharing their knowledge and skills, embrace life-long learning, and enjoy collaborating with colleagues.

 Level 1	SME Consultant Content Development Resource	CTEL Workplace Learning Trainer Develop & Facilitate session(s)
Level 2	SME Co-Facilitator Co-Develop and Co-Facilitate session(s)	CTEL Workplace Learning Trainer Co-Develop and Co-Facilitate session(s)
Level 3	SME Facilitator Develop & Facilitate session(s)	CTEL Workplace Learning Staff Logistics Support Only

A Workplace Learning SME Level 1 - Consultant will complete the following activities:

1. Serves as a Subject Matter Expert (SME) in collaboration with a CTET Trainer/Facilitator for the creation and maintenance of workplace learning sessions, based on CTET’s course design model and requirements, within one of CTET’s course categories, which include:
 - a. Quality Service Skills
 - b. Self-Management Skills
 - c. Leadership Programs
 - d. Workplace Technologies

2. Reviews session content and evaluations for ongoing validity and effectiveness, and recommends changes/updates per the schedule below.

Two weeks prior to the beginning of each term.

- Fall semester- by the Third Monday of August
- Spring Semester – by the Second Monday in December
- Summer semester- by the Third Monday in May

3. Observes the course(s) at least once per semester.
Provides CTET with a list of dates that s/he will be unavailable* to attend courses per the schedule below.

- Fall semester – by the last Monday in July
- Spring semester- by the last Monday in November
- Summer- by the last Monday in April

*Depending on the topics, schedules can vary regarding the number of offerings and campus/room locations.

8. Assists CTET in answering follow up questions and troubleshooting participant issues.

Example of this role:

1. An IT SME works with a CTET facilitator to align Office 365 training session’s content with the existing installation of features and configurations for this product.

Workplace Learning Subject Matter Expert (SME) Level 3 – Facilitator
Center for Teaching Excellence & Learning

Broward College’s Center for Teaching Excellence & Learning (CTEL) is focused on providing an environment that fosters professional growth by offering leadership academies and workplace learning programming that addresses workplace competencies in both technical and soft skills.

In an effort to accomplish this, CTEL seeks to work with Broward College faculty, staff, and administrators who are passionate about sharing their knowledge and skills, embrace life-long learning, and enjoy collaborating with colleagues.

Level 1	SME Consultant Content Development Resource	CTEL Workplace Learning Trainer Develop & Facilitate session(s)
Level 2	SME Co-Facilitator Co-Develop and Co-Facilitate session(s)	CTEL Workplace Learning Trainer Co-Develop and Co-Facilitate session(s)
Level 3	SME Facilitator Develop & Facilitate session(s)	CTEL Workplace Learning Staff Logistics Support Only



A Workplace Learning SME Level 3 - Facilitator will complete the following activities:

1. Develops and facilitates course(s) (and course descriptions) within one of CTEL’s course categories, which include:
 - a. Quality Service Skills
 - b. Self-Management Skills
 - c. Leadership Programs
 - d. Workplace Technologies

*Due two weeks prior to the beginning of each term.

- Fall semester- Second Monday of August
- Spring Semester – Second Monday in December
- Summer semester- Second of May

2. Designs the course(s) based on CTEL model and requirements and provides content updates
3. Provides the course material and outcomes to CTEL for review per the schedule below:

*Due two weeks prior to the beginning of each term.

- Fall semester- Third Monday of August
- Spring Semester – Second Monday in December
- Summer semester- Third Monday in May

4. Develops the course evaluation survey using the CTEL template.
5. Plans for the delivery of the course, as needed.

Provides CTEL with a list of dates that s/he will be unavailable* to attend courses per the schedule below.

- Fall semester - last Monday in July
- Spring semester- Last Monday in November
- Summer- Last Monday in April

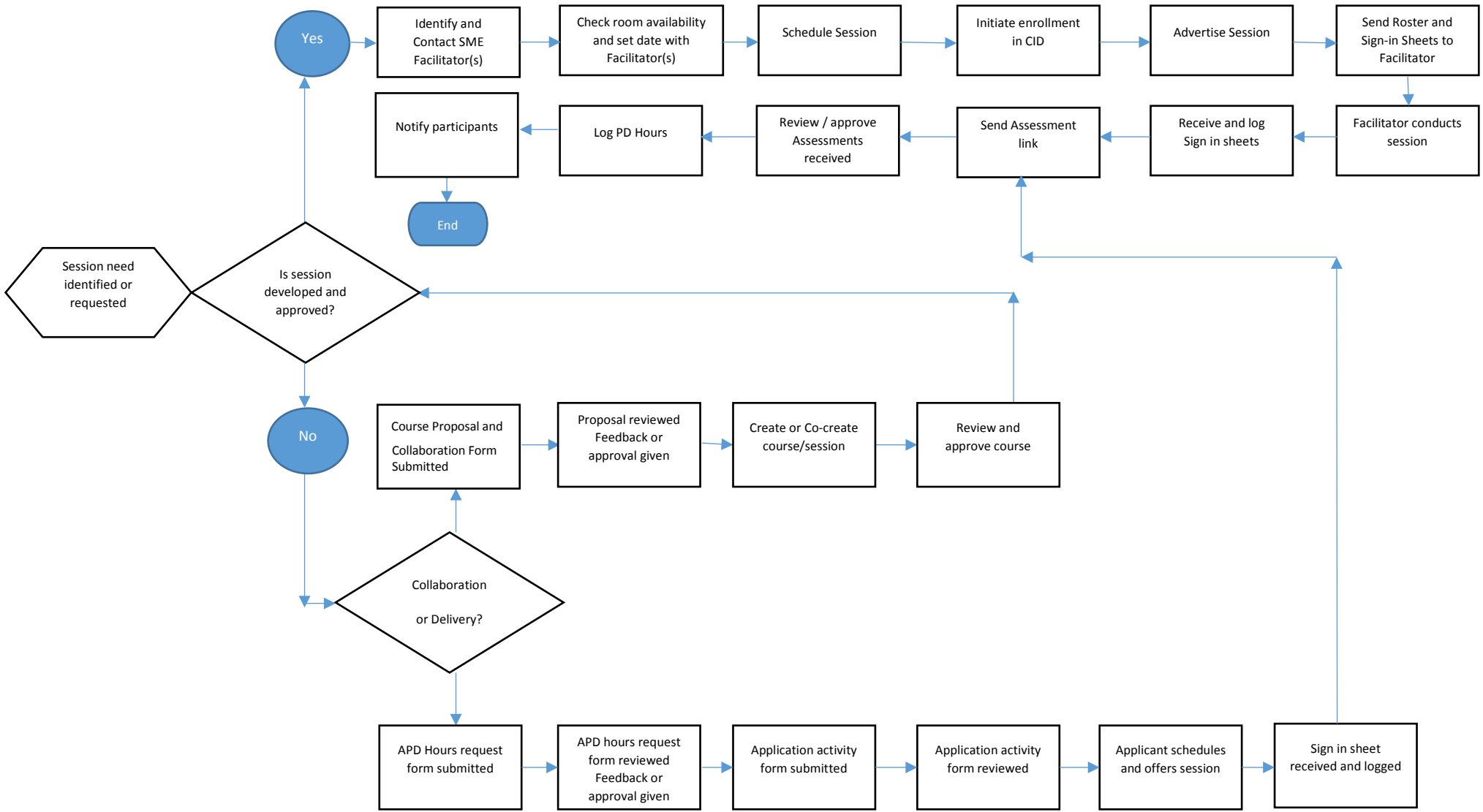
**Depending on the topics, schedules can vary regarding the number of offerings and campus/room locations.

6. Provides deliverables (sign in sheet, evaluations) to CTEL to ensure participants are awarded PD hours and/or attendance. (Scans and emails within 48 hours.)

Examples of this role:

- CPR Certification Training or Workday HCM advanced features training

Process Map – CTEL Workplace Learning PD Process



WORKSHOP ATTENDANCE SHEET

Title: _____
Date: _____ Location: _____ Time: _____

PLEASE PRINT

Please select your

Name	Position at BC	Campus/Dept.	Ext.
1.	PTS/ ADM/ FAC	FT / PT	
2.	PTS/ ADM/ FAC	FT / PT	
3.	PTS/ ADM/ FAC	FT / PT	
4.	PTS/ ADM/ FAC	FT / PT	
5.	PTS/ ADM/ FAC	FT / PT	
6.	PTS/ ADM/ FAC	FT / PT	
7.	PTS/ ADM/ FAC	FT/ PT	
8.	PTS/ ADM/ FAC	FT / PT	
9.	PTS/ ADM/ FAC	FT / PT	
10.	PTS/ ADM/ FAC	FT / PT	
11.	PTS/ ADM/ FAC	FT / PT	
12.	PTS/ ADM/ FAC	FT / PT	
13.	PTS/ ADM/ FAC	FT / PT	
14.	PTS/ ADM/ FAC	FT / PT	
15.	PTS/ ADM/ FAC	FT / PT	
16.	PTS/ ADM/ FAC	FT/ PT	
17.	PTS/ ADM/ FAC	FT / PT	
18.	PTS/ ADM/ FAC	FT / PT	
19.	PTS/ ADM/ FAC	FT / PT	
20.	PTS/ ADM/ FAC	FT / PT	
21.	PTS/ ADM/ FAC	FT / PT	
22.	PTS/ ADM/ FAC	FT / PT	
23.	PTS/ ADM/ FAC	FT / PT	
24.	PTS/ ADM/ FAC	FT / PT	
25.	PTS/ ADM/ FAC	FT / PT	