**Are You Able to help?**

Over the next 18 months or so, ATD-OC will be creating a 12 session course called **Total Trainer elearning**, and we are looking for help with the **Instructional Design** and Training **Delivery** of the sessions. If you think you might be able to help with either design or delivery of the course, please read the information below, download and complete the form, and email it to ATDOCTTEL@gmail.com.

**Submission Dates and Timeline**

We will start reviewing submissions on **December 1st, 2019**. We will continue to accept submissions after that date, however, we will begin to fill openings at that time. To check to see whether a position you are interested in is still open after 12/1/19, please email ATDOCTTEL@gmail.com

Tentative Timeline:

* Course development: Jan, 2020- December, 2020
* Marketing course to community: Jan, 2021 - May, 2021
* Course Delivery: Summer, 2021

**Course Description**

 Here’s some information about the course:

* The course will be the third course under ATD-OC’s **Total Trainer University** umbrella. The other two are **Total Trainer: Creating Training** and **Total Trainer: Delivering Training**
* We’ll need help developing **10** of the 12 sessions:
	+ **Distance Learning** (1 sessions)
	+ **Designing & Delivering Webinars** (2 sessions)
	+ **Storyboarding** (3 sessions)
	+ **Storyline Development** (4 session)
* If you’d like:
	+ You can help with one--or more than one--of the 5 topic areas listed above
	+ We’re open to your helping with **both** design **AND delivery o**f a session(s) ***OR***with **just** design **OR** delivery
* The sessions will be 3.5--4 hours long and will take place on 12 consecutive evenings (for example 12 consecutive Tuesdays), most likely from 5:30--9:00 or 9:30.
	+ Some sessions will be live at a facility
	+ Some will be web meetings
	+ We don’t know the rollout date, but it will likely be between 7/20 and 7/21
* Not all participants will enroll in all sessions. For example, one participant might enroll in the **Webinars** sessions, another might enroll in the **Storyline Development Sessions**, and a third might enroll in both.

**Live or Virtual Delivery?**

For the most part which sessions will be delivered live and which virtually has not been decided. Once Instructional Designers have been determined, they will have input into this decision.

**What You Need to Know Before Completing the Solicitation Form**

We are looking for a number of skilled volunteers with varying backgrounds in e-learning design, development, and delivery to create and deliver modules for our new Total Trainer E-Learning course.

The goals of the project include:

* Producing outstanding training sessions which greatly improve the knowledge, skills and abilities of the participants
* Providing experiences for seasoned practitioners to showcase their skills and give back to the community
* Providing opportunities for those at the start of their e-learning career to learn from working with experienced professionals.

There are two core tasks for the current project phase:

* **Session Design and Development**

Deliverables will include instructional materials such as Instructor Guides, Participant Materials and visual aids

* **Session Delivery/Facilitation**

**Roles**

There are 6 potential roles you might be interested in. You don’t need to perform just one role; for example, for a given session you might want to be both the **Lead Instructional Designer** *and* the **Lead Facilitator.**

Here are the 6 roles:

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| **Session Design & Development** |
| **Lead Instructional Designer (ID)** | Takes primary (or sole) responsibility for the design of the module and supervises or directs the work of assistant IDs, if any. |
| **Collaborator / Co-Instructional Designer** | (Senior- to mid-level ID) Collaborates with the lead on various responsibilities. (May or may not be a co-ID) |
| **Assistant ID** | Collaborates on content and carries out tasks assigned by lead. |
| **Session Delivery** |
| **Lead Facilitator** | Facilitates a session (and directs Assistant Facilitators, if any) |
| **Co-Facilitator** | Co-facilitates a session with at least one other co-facilitator |
| **Assistant Facilitator** | Assists with facilitation, perhaps by leading breakout groups, demonstrating tasks, or troubleshooting during activities. |

**Selection Criteria**

**Lead**, **collaborator and co-facilitator** roles are ideal for experienced e-learning designers and facilitators with at least 3-5 years’ experience with both the tools and/or theory relevant to their module areas and either instructional design or training delivery.

**Assistant** roles are ideal for those new to the e-learning field who want to level up their skills and work with industry experts.

Selection criteria for all roles includes:

* Length and type of experience
* Demonstrated skill and expertise
* **For leads, collaborators and co-facilitators:** Ability to balance theory and practice, and knowledge of industry trends.

**Selection Process**

The selection process consists of four phases:

* **Phase I** – Solicit Statements of Interest for review by the project team
* **Phase II** – Conduct candidate interviews and request demo projects from finalists
* **Phase III** – Review demos and check references for final candidates
* **Phase IV** – Notify finalists, and establish project teams for each session

**Interested in joining the team?**

Please complete the attached Statement of Interest form and return it to ATDOCTTEL@gmail.com. We look forward to hearing from you!

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| **STATEMENT OF INTEREST FORM** |
| **NAME** |  |
| **PHONE** |  |
| **EMAIL ADDRESS** |  |
| **CURRENT ROLE** |  |
| **PRIOR ROLES IN LEARNING AND DEVELOPMENT** |  |
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| **Which session(s) are you interested in working on?** (Select all that apply) |
| **SELECT** | **SESSION** |
|  | **Distance Learning (1 Sessions)** This session will cover key information about distance learning.The session will include foundational content and is more likely to appeal to beginners than to intermediate learners. Some audience members will likely have little experience with distance learning as practitioners, others might have some experience but likely not a wide breadth of experience.Topics to be covered during the session includes:* Examples of the various types of synchronous e-learning delivery methods (for example, Webinars, Web-meetings, and Conference Calls) and asynchronous e-learning delivery methods (for example, Linear vs. Branching courses, Gamified, Corporate Voice vs. Guide, Guided Practice vs. Story-driven, etc.)
* Choosing the right approach for a set of learners
* Overview of available development tools and resources (suitability, pros, cons)
* Buy or Build
* LMS Technology
* Development process overview
* Project Management
* Blended Learning

**Out of Class Assignment:**  After the session, learners will create a project plan for either a synchronous or asynchronous e-learning course (using a scenario provided by the learner—or the instructor if a learner prefers not to come up with a scenario on his or her own) |
|  | **Designing & Delivering Webinars (2 Sessions)**These two sessions will teach learners how to create and deliver webinars.The audience will include a spectrum of learners, some who are new to designing/delivering webinars and some who are experienced, so the sessions will need to include both basic information/skill building and enough advanced tips and tricks to make the sessions valuable to intermediate learners.**Session 1 Designing Webinars** will provide attendees with the tools and skills needed to design an interesting and engaging Webinar.**Between Sessions 1 and 2**, learners will design a portion of a webinar and prepare to deliver it at Session 2.**Session 2** **(Delivering Webinars)** will be a webinar itself during which participants deliver a portion of their webinar to the group and receive feedback. **Both** sessions will be virtual sessions. |
|  | **Storyboarding (3 Sessions)**These three sessions will teach learners how to create storyboards. The audience will include a spectrum of learners, some who are new to creating storyboards and some who are experienced, so the sessions will need to include both basic information/skill building and enough advanced tips and tricks to make the sessions valuable to intermediate learners. Pre-work for this series would include reviewing portions of storyboards and the courses developed from them.**Storyboarding I** will provide attendees with the tools and skills needed to design an interesting and engaging Webinar. Discussion of what storyboards are and why they’re important, examples of different types of storyboards, selecting content for a course, outlining a course, selecting the right instructional approach (and look and feel), and beginning to write a course. **Storyboarding II** will focus primarily on writing storyboards. Between the sessions, learners will work on creating their own storyboards.**Storyboarding III** will bring attendees together for peer review and critique, to share best practices, to discuss what they’ve learned, and to showcase their storyboards. |
|  | **Storyline Development (4 Sessions)**These four sessions will help beginners get started developing courses in Storyline. The audience will include learners who are completely new to Storyline and some who have dabbled, but no intermediate users. Pre-work for learners would include purchasing Storyline or downloading and installing free trial software, graphics and audio editing tools.**Storyline I** will include good and bad examples of graphics, interaction, narration, scripting and video; include an overview of the typical course development process; and an introduction to authoring tools and other software.**Storyline II** will introduce Storyline and its features, and participants will start using the software. **Storyline III** will include more work on creating a module or course started in Storyline II, introduce advanced Storyline features and cover publishing courses.**Storyline IV** learners will share and discuss their work. During the timeframe that these sessions are taking place, learners will also work on their projects at home. |
| **Which role(s) are you interested in?** (Select all that apply) |
| **SELECT** | **ROLE** | **DESCRIPTION** |
|  | **Solo Instructional Designer & Facilitator** | Designs, develops & delivers the session(s) independently |
|  | **Lead Instructional Designer** | Designs and develops the session(s) independently |
|  | **Collaborator (co-Instructional Designer)** | Partners with another designer/developer to design & develop the session |
|  | **Assistant Designer** | Aids in the design and direction of the session(s) under the direction of the lead instructional designer |
|  | **Facilitator** | Delivers the session(s) |
|  | **Co-Facilitator** | Partners with another facilitator to deliver the session(s) |
|  | **Assistant Facilitator** | Leads breakout groups and assists the facilitators as needed |

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| **Please tell us about your learning and development experience** |
| **Total Years L&D Experience** |  |
| **Instructional Design Experience** |
| What is your level of experience in the following areas of **instructional design?** | **Expert** | **Intermediate** | **Beginner** |
| Online ILTs (ie, Webinars) |  |  |  |
| Asynchronous eLearning Courses |  |  |  |
| Instructor-Led Training |  |  |  |
| Job Aid and Resource Development |  |  |  |
| List the last **three** instructional design projects you worked on: | **Project** | **Dates** |
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| Please describe your **instructional design** experience as it relates to the module you’re interested in working on. |  |
| Please list **two** instructional design references (Ex: internal or external clients you have worked for). | **Name** | **Phone/Email** |
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| **Training Delivery Experience** |
| Please describe your **facilitation** experience. |  |
| List the last **three** training deliveries you participated in: | **Project** | **Dates** |
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| Please list **two** training delivery references: | **Name** | **Phone/Email** |
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| **If there is anything else you would like us to know about your learning and development experience--or anything else--please include it below.** |
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