Instruction Seminar Course 1400-04 Syllabus
Duration: 38 Hours (Approximate)
Class Dates: 19 Oct – 2 Dec 2022

Description:

The goal of this course is to train subject-matter experts (SME) to **deliver a training presentation** (**ONLINE**) to adult learners. Participants enrolled in this course will deliver a 30-minute training presentation and receive immediate feedback from an Instructional Systems Specialist (ISS), their assigned program coordinator, and peer group. This course has an **online training component that is required to be completed by participants before** delivering their 30-minute training presentation at the National Training Center (NTC) in Phoenix, AZ.

Course Objectives: By the end of this course each participant should be able to…

1. apply adult learning principals.
2. develop a performance-based objective.
3. develop and administer an assessment [exercise] linked to the performance-based objective.
4. develop a lesson plan.
5. deliver an introduction for a training presentation.
6. select and use different delivery strategies.
7. maintain a positive and professional learning environment.
8. demonstrate effective delivery skills.
9. deliver a conclusion for a training presentation.
10. demonstrate effective questioning techniques.
11. use a variety of visual aids to meet lesson objectives.

Target Audience:
This course is intended for nominated BLM employees or other government employees designated to instruct in training courses sponsored by the National Training Center (NTC). BLM instructors, or potential instructors, involved in Bureau-wide, or in-state training programs, who have not previously attended this course, or a counterpart course, may attend if space is available and attendance is approved by the NTC. Course participants are nominated by NTC program coordinators.

Course Format:
This course follows a **blended format** to train participants how to deliver a training presentation. Participants will complete an online component, which includes: **1)** watching pre-recorded video lessons (or reading the transcripts), **2)** completing review questions and exercises for each video lesson, **3)** reading chapter/notebook assignments, and **4)** attending live webinars online. Participants will also deliver **(5)** a live 30-minute training presentation online via Zoom.

Online Course Work:
All online videos, review questions, and reading assignments **must be completed before attending the live, online webinars**. The online, pre-recorded video lessons provide the participants the baseline knowledge needed to complete the review questions and participate in the live, online webinars. Webinars will include a review of assigned review questions and interactive exercises aimed at preparing participants to deliver their 30-minute training presentation. The webinars are totally interactive; therefore, participants must come prepared and ready to participate. Note: students may read the transcripts for each video lesson in lieu of viewing the video. Video transcript and PowerPoint note takers are also available on the Knowledge Resource Center (KRC) – website link provided on page 3. **See Attachmen1 on page 8 of this document to view a more detailed outline of all required course work.**

Course Schedule:

Assignment	Start Date	End Date	Duration	Location
Attend Webinar 1	10/19/22	10/19/22	60-Minutes	Online/ZOOM (Live)
Watch Pre-Recorded Video Lessons **(Set 1)** & Complete Review Questions & Read Chapters	10/19/22	11/1/22	Approximately 20-40 Minutes Per Video Lesson	Online/Knowledge Resource Center (KRC) Self-Paced
Attend Webinar 2	11/2/22	11/2/22	180-Minutes	Online/ZOOM (Live)
Attend Webinar 3	11/3/22	11/3/22	60-Minutes	Online/ZOOM (Live)
Watch Pre-Recorded Video Lessons **(Set 2)** & Complete Review Questions & Read Chapters	11/3/22	11/15/22	Approximately 20-30 Minutes Per Video Lesson	Online/Knowledge Resource Center (KRC) Self-Paced
Attend Webinar 4	11/16/22	11/16/22	180-Minutes	Online/ZOOM (Live)
Attend Webinar 5	11/17/22	11/17/22	60-Minutes	Online/ZOOM (Live)
Deliver Training Presentations	11/29/22	12/1/22	THREE-Days	National Training Center (Zoom)

Scheduling Notes:

Webinar 1 – An email invite for this initial webinar will be sent by the assigned instructor to each participant; each webinar email invitation will include a link and teleconference passcode to attend the webinar. The seminar instructor will be reviewing the course syllabus (assignments and deliverables) and course objectives during this first meeting as well as answering any participant questions. Participants will also be familiarized with using the online Knowledge Resource Center (KRC) and ZOOM virtual classroom during this meeting. **Finally, participants will be asked to begin developing their performance-based training objective for their 30-minute training presentation.** Seminar instructors will begin working with participants via e-mail and phone to finalize their training objectives. Objectives must be completed and approved by the assigned seminar instructor before attending **Webinar 2**. **The start time for this Webinar is 9:00 am (MST).**

Videos (Set 1) - Participants will be required to watch five pre-recorded video lessons (or read the transcripts), read the accompanying chapters (they have the same name as the video), and complete the associated review questions for each video lesson. All videos are available online in the KRC. The following link can be used to access the videos: (http://www.ntc.blm.gov/krc/viewresource.php?courseID=475). The KRC is the NTC's online learning resource center. This set of videos will prepare participants for **Webinar 2** by providing the necessary baseline knowledge needed to answer review questions and participate in the webinar exercises. **It is a course requirement that Set 1 Videos be completed the day before attending Webinar 2.** Participants will have three weeks to complete this assignment. Video lessons include the following:

1. Adult Learning [20 min]
2. Developing Objectives [20 min]
3. Developing Assessments [20 min]
4. Lesson Planning [30 min]
5. Delivery Strategies [30 min]

Webinar 2 – This webinar will have participants completing critical thinking exercises that are linked to each pre-recorded video lesson in **Video Set 1**. Exercises are linked to established lesson objectives outlined by the seminar instructor in Webinar 1. **It is a course requirement participants watch the 5 pre-recorded videos (or read the transcripts) in Set 1 before attending this webinar.**   **Participants must have their training objective for their 30-minute training presentation finalized with the seminar instructor before attending this webinar. The start time for this Webinar is 9:00 am (MST).**

Webinar 3 – This webinar is a workshop that will have participants working on their lesson plans for their upcoming 30-minute training presentation via Zoom Nov 29 - Dec 1, 2022. **During this workshop, participants will be reminded to be ready to practice delivering their lesson introduction on Thursday, Nov 17 via Zoom.** Participants will also be reminded to complete Video Set 2 the day before attending Webinar 4 on **Nov 16**. **The start time for this webinar is 9:00 am (MST).**

Videos (Set 2) - Participants will be required to watch three pre-recorded video lessons (or read the transcripts), read the accompanying chapters, and complete the associated review questions and exercises (if applicable) for each video lesson. All videos are available online in the KRC. The following link can be used to access the videos: (http://www.ntc.blm.gov/krc/viewresource.php?courseID=475). The KRC is the NTC's online learning resource center. This set of videos will prepare participants for Webinar 4 by providing the necessary baseline knowledge needed to complete the review questions and participate in the webinar exercises. **Set 2 Videos must be completed the day before attending Webinar 4.** Participants will have two weeks to complete this assignment. Video lessons/topics include the following:

1. Positive Learning Environment [30 min]
2. Asking Effective Questions [30 min]
3. Visual Aids Presentation [20 min]

Webinar 4 – This webinar will have participants completing critical thinking exercises that are linked to each pre-recorded video lesson in **Video Set 2**. Exercises will link to established lesson objectives outlined by the seminar instructor during Webinar 1. **Participants must watch the 3 pre-recorded videos (or read the transcripts) in Video Set 2 and complete the associated review questions before attending this webinar.** Participants will be reminded to be working on their lesson plans for their upcoming 30-minute training presentation on Zoom **Nov 29 – Dec 1**. **The start time for this Webinar is 9:00 am (MST).**

Webinar 5 – This webinar is a workshop that will have participants working on their lesson plans for their upcoming 30-minute training presentation on Zoom. **During this workshop, participants will also practice delivering their lesson introduction**. **Participants must submit their finished lesson plans to their instructor for approval on or before 23 Nov 2022.** <u>**Nominees may not come to the Zoom to deliver their 30-minute training presentation unless their lesson plan has been submitted and approved**</u>. **The start time for this webinar is 9:00 am (MST).**

Training Presentations – This is the final segment of the course. Participants will deliver their training presentations via Zoom. Each student will practice delivering their

lesson introduction on **Thursday, Nov 17**. All students will deliver their 30-minute training presentation on Tuesday, Wednesday, or Thursday, Nov 28 - Dec 1. Participants will be given a total of 5-minutes (each) to deliver their introduction and conclusion on **Thursday, Nov 17**. **Participants must be 100% ready to deliver on these days via Zoom (this includes having all visual aids and lesson materials ready to go/printed out). Participants must have at the time of delivery (30-minute training presentation only): 3 copies of his/her lesson plan, 3 visual aids (minimum requirement), 2 delivery strategies, and an assessment (exercise) that has the participants doing the stated task in their objective.** Participants will deliver their presentations with their assigned instructor and peer group. Program coordinators will also be in attendance; feedback will be provided immediately following the presentation. When not presenting, each participant assigned to the seminar group will take on the role of the student for the next participant's lesson presentation. Each presentation, including peer and instructor feedback, will be recorded for the participant's use (unless remediation is necessary).

Criteria for Course Completion/Credit:

Participants must:

- **Attend all webinars per the master schedule**.
    - Participate in discussions/reviews
    - Participate in exercises
    - Deliver all practice presentations
- **Complete all online course assignments by dates indicated in syllabus**.
    - Watch all prerecorded video lessons (or read the transcripts)
    - Read the accompanying chapter for each video lesson
    - Complete all review questions/assigned exercises for each video lesson
    - Email review questions to seminar instructor
- **Attend the live, three-day Zoom.**
    - Deliver final 30-minute training presentation on Day 1, Day-2 or Day-3.
    - Be on time - Class start time: 9:00 am MST/Class end time: 1:00 pm MST
- **Deliver a 30-minute training presentation that includes the minimum requirements at the NTC:**
    - An introduction (3 of the 5 elements must be present/1 must be the objective)
    - Use of 2 delivery strategies
    - Use of 3 visual aids (1 must be the objective)
    - An assessment (exercise) that measures the stated objective
    - A conclusion (2 of the 4 elements must be present/1 must be the objective)
- **Develop and submit a lesson plan that includes:**
    - Directions component (must include the objective)
    - Outline
    - Introduction w/elements
    - Body w/Different delivery strategies (2)

- An assessment with instructions that is linked to the objective
- Conclusion w/elements

Remediation:

In the event a participant does not meet a course requirement, the instructor will notify the Instruction Seminar Coordinator immediately. The Instruction Seminar Coordinator will then schedule a meeting immediately with the participant's assigned program coordinator and seminar instructor to discuss:

1. Requirement(s) met/not met.
2. Reasoning/Circumstances/Root Causes
3. Possible solutions
4. Action Plan

Every attempt will be made to assist participants in meeting all course requirements covered in this syllabus. However, it is each participant's responsibility to meet all the requirements covered in this syllabus in order to receive course credit unless there are circumstances beyond his/her control. In the event of such circumstances, the participant's program coordinator and/or seminar instructor must be notified immediately by the participant so that a plan of action can be formulated. Action plans can include the following based on the circumstances:

1. Re-take the course at the next offering.
2. Schedule and complete those requirements not attempted.
3. Re-schedule and complete those requirements attempted but not met.
4. Recommendation for training program assistance other than delivery.

Attendance & Course Deliverables Policy:
Participants must attend all webinars and the three-day seminar in Phoenix, AZ per the master course schedule included in this syllabus in order to receive full credit for the course. **No exceptions to this policy will be made unless circumstances beyond the control of the student or staff are evident.** In the event a student cannot attend an online webinar or the three-day seminar in Phoenix, AZ on the dates/times indicated in the course syllabus or complete all course assignments on or before the dates indicated in the course syllabus he/she will be dropped from the course and notified by the nominating NTC program coordinator.

Attachment 1: <u>Required Course Work/Assignments</u>

Complete Before Webinar 1:

1. **Review Course Syllabus**

Complete Before Webinar 2:

1. **Watch Adult Learning Video**
   Location: KRC   Filename: **Adult Learning New [Watch This!]**
2. **Read Adult Learning Chapter**
   Location: KRC   Filename: **Adult Learning Chapter [Read]**
3. **Complete Adult Learning Review Questions**
   Location: KRC   Filename: **Adult Learning Review Questions [Complete]**
4. **Submit Adult Learning Review Questions**
   Method: Email   To: Seminar Instructor

5. **Watch Developing Objectives Video**
   Location: KRC   Filename: **Developing Objectives [Watch This!]**
6. **Read Developing Objectives Chapter**
   Location: KRC   Filename: **Developing Objectives Chapter [Read]**
7. **Complete Developing Objectives Review Questions**
   Location: KRC   Filename: **Developing Objectives Review Questions [Complete]**
8. **Submit Developing Objectives Review Questions**
   Method: Email   To: Seminar Instructor

9. **Watch Developing Assessments Video**
   Location: KRC   Filename: **Developing Assessments [Watch This!]**
10. **Read Developing Assessments Chapter**
    Location: KRC   Filename: **Developing Assessments Chapter [Read]**
11. **Complete Developing Assessments Review Questions**
    Location: KRC   Filename: **Developing Assessments Review Questions [Complete]**
12. **Submit Developing Assessments Review Questions**
    Method: Email   To: Seminar Instructor

13. **Watch Lesson Planning Video**
    Location: KRC   Filename: **Lesson Planning [Watch This!]**
14. **Read Lesson Planning Chapter**
    Location: KRC   Filename: **Lesson Planning Chapter [Read]**
15. **Complete Lesson Planning Review Questions**
    Location: KRC   Filename: **Lesson Planning Review Questions [Complete]**
16. **Submit Lesson Planning Review Questions**
    Method: Email   To: Seminar Instructor

17. **Watch Delivery Strategies Video**
    Location: KRC   Filename: **Delivery Strategies [Watch This!]**
18. **Read Delivery Strategies Chapter**
    Location: KRC   Filename: **Delivery Strategies Chapter [Read]**
19. **Complete Delivery Strategies Review Questions**
    Location: KRC   Filename: **Delivery Strategies Review Questions [Complete]**
20. **Submit Delivery Strategies Review Questions**
    Method: Email   To: Seminar Instructor

21. **Submit 30-Minute Lesson Objective**
    Method: Email   To: Seminar Instructor

Complete Before Webinar 4:

1. **Watch Positive Learning Environment Video**
   Location: KRC   Filename: **Positive Learning Environment [Watch This!]**
2. **Read Positive Learning Environment Chapter**
   Location: KRC   Filename: **Positive Learning Environment Chapter [Read]**
3. **Complete Positive Learning Environment Review Questions**
   Location: KRC   Filename: **Positive Learning Environment Review Questions [Complete]**
4. **Submit Positive Learning Environment Review Questions**
   Method: Email   To: Seminar Instructor

5. **Watch Asking Effective Questions Video**
   Location: KRC   Filename: **Asking Effective Questions [Watch This!]**
6. **Read Asking Effective Questions Chapter**
   Location: KRC   Filename: **Asking Effective Questions Chapter [Read]**
7. **Complete Asking Effective Questions Review Questions**
   Location: KRC   Filename: **Asking Effective Questions Review Questions [Complete]**
8. **Submit Asking Effective Questions Review Questions**
   Method: Email   To: Seminar Instructor

9. **Watch Visual Aids Presentation Video**
   Location: KRC   Filename: **Visual Aids Presentation [Watch This!]**
10. **Read Visual Aids Chapter**
    Location: KRC   Filename: **Visual Aids Chapter [Read]**
11. **Complete Visual Aids Review Questions**
    Location: KRC   Filename: **Visual Aids Review Questions [Complete]**
12. **Submit Visual Aids Review Questions**
    Method: Email   To: Seminar Instructor

Complete Before Coming to the NTC:

1. **Develop/Submit a Lesson Plan for 30-Minute Training Presentation**
   Method: Email   To: Seminar Instructor