Thank you for filling in this document with the information needed to create a course shell, which allows participants to register for your training, to access information about the training, pick up handouts, and complete evaluations. Questions? trainingmanager@bu.edu or Karla Todd, Senior Program Manager, toddks@bu.edu

# **Roadmap to Create the Course Shell**

**Choose modality: (delete the ones you are not using, add question if you are not sure­­­­)**

Self-paced

Webinar (or recorded video)

Classroom

Blended

Train the Trainer

**Title of Series (if applicable):**

Title of Individual training/webinar:

**Date, Day, Beginning Time, Ending Time:**

(If part of a series, please list all times, if possible after 12noon ET to accommodate West coast)

**Note if applicable:**

**Examples:**

\*This course is available to only to pre-selected participants from the Boston Public Health Commission.

\*The materials herein are only available to accepted Health Equity Interns.

\*This course is available to only to pre-selected participants from the Rhode Island Department of Health.

**Image** associated with the course (that represents the idea or the audience)

**(If you do not have access to stock photography, you may submit without a photo. You may type in suggestions for images. )**

One **compelling question** to intrigue the learner to take the course

(One for each part of series.)

**Headshot** of instructors/subject matter experts (also on the course description page).

**Instructor/SME bios** (for course description page, may be shortened to fit)

**Blurb (usually 2-3 sentences):**

About this <course/webinar>:

**What You’ll Learn: <Learning objectives (up to four)>**

At the end of the course, you will be able to:

**For tips on writing learning objectives, please visit:**

**https://apha.confex.com/apha/learningobjectives.htm**

**Additional Blurb** (optional but preferred, maybe used in marketing email, social media or brochure):

**Logo of organization contracted with NEPHTC** (all expert and all multiple organizational logos are not used in all places in marketing, which is reserved for partnering organizations, however may be used in acknowledgements or supplemental materials. Questions: toddks@bu.edu):

|  |
| --- |
| **Course Overview (appears as a box on the course description page)** |
| **Audience** | *(name professional categories, e.g. nurse, community health worker, public health professional)* |
| **Date/Time:**  |  |
| **Format** | *Self-paced, Webinar, classroom, blended , other?* |
| **Price** | *Free* |
| **Length** | *This is the duration of the course in hours, days**e.g. 2 part series, I hour each* |
| **Credential(s) eligible for contact hours** | If you complete the post-test and evaluation, you will receive a Certificate of Completion. The Certificate will include the length of the course. Generally 50 – 60 minutes is equivalent to 1 contact hour and the contact hour(s) for this course may be applicable towards continuing education requirements for certain credentials. You may want to check with your credentialing body if you’re unsure if this course meets its continuing education requirements. |
| **Competencies** | *Choose domain from:**Analytical/Assessment Skills * *Policy Development/Program Planning Skills * *Communication Skills  Cultural Competency Skills * *Community Dimensions of Practice Skills * *Public Health Sciences Skills * *Financial Planning and Management Skills * *Leadership and Systems Thinking Skills**http://www.phf.org/resourcestools/Documents/Core\_Competencies\_for\_Public\_Health\_Professionals\_2014June.pdf* |
| **Learning Level** | *Awareness or performance?* |
| **Prerequisites** | Not just other trainings but certain knowledge or skills, or “None” |
| **Companion trainings** |  |
| **Supplemental materials** | *Syllabus, course schedule, guide, power point etc.* |

**Special interactions in webinars:**

**Please speak with webinar manager in practice session about special items in your webinar, such as:**

1. **Polling Questions:**

(If you will want to ask your audience polling questions during the webinar, enter up to 4 draft questions here. They will be refined when you practice your webinar... They may be multiple choice or multiple answer. Feel free to create them here:

1. **Word Cloud**
2. **Videos**
3. **Guests/Role plays**

**The following information is for Ed Tech Developers only:**

**HRSA disclaimer statement:**

Acknowledgement: This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UB6HP31685 “Regional Public Health Training Center Program.” This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.

**Evaluation**

**(For Ed Developers:**

 **Opening time: please set to open when course goes live, so course manager can view certificate and questions when checking the course page.**

**Webinar Evaluation:**

|  |  |  |
| --- | --- | --- |
|   | **Before the webinar** | **After completing the webinar** |
| **LEARNING OBJECTIVES (Goals for the session):**  | 1Not at allprepared | 2Minimally prepared | 3 Moderately prepared | 4Very prepared | 1Not at allprepared | 2Minimally prepared | 3 Moderately prepared | 4Very prepared |
| Learning Objective 1 |  |  |  |  |  |  |  |  |
| Learning Objective 2 |  |  |  |  |  |  |  |  |
| Learning Objective 3 |  |  |  |  |  |  |  |  |
| Learning Objective 4 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

How could the session be improved?

What other training topics would you be interested in?

**Evaluation Assessment Questions: (for webinars, these are the common metrics questions)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1Strongly disagree | 2 Disagree | 3 Neutral | 4 Agree | 5Strongly agree |
| 1. My understanding of the subject matter has improved as a result of having participated in this training.
 |  |  |  |  |  |
| 1. I have identified actions I will take to apply information I learned from this training in my work.
 |  |  |  |  |  |
| 1. The information was presented in ways I could clearly understand.
 |  |  |  |  |  |
| 1. I was satisfied with this training/course overall.
 |  |  |  |  |  |

The learning objective were met by this training. Strongly agree, to strongly disagree

I will apply this training to a state or national certification: true false

How could this course be improved?

What other training topics would you be interested in?

**For Non-Webinar Evaluation, see NEPHTC Evaluation Template including**

1. **Change in Knowledge**
2. **Satisfaction with/Reaction to Training (common metrics)**
3. **Application**
4. **Optional Questions**

**Webinar Join information (for course manager use only):**

**Internal course information (for course manager use only)**

Speaker slides and additional handouts are posted in this course shell under Course Materials within 24 hours of the webinar’s completion. Each session is recorded and made available within two business days. Audio is available through computer or by phone. Due to differences in internet quality at viewers’ locations, we cannot guarantee that computer audio will be smooth and continuous. If the audio cuts out and is distracting, please call in on the provided phone number.

**Moodle Auto reply instructions (for webinars):**

Welcome to (Insert Course Title Here), view the course page: https://www.nephtc.org/course/view.php?id=course number.

In order to receive webinar join information you MUST copy and paste the following url into your browser window and register. https://bostonu.zoom.us/webinar/register/###zoom link### Registering via the above link will generate an email to you with a link for your calendars along with automatic reminders of the webinar. An email will be sent to you with instructions for joining at the date/time of the webinar. For best results, please connect to the link, THEN follow instructions for the audio connection

Best regards, NEPHTC Education Team SHIELD users – for more information, view the page https://www.bucme.org/node/1045 LPHI users – for more information, view the page http://sites.bu.edu/masslocalinstitute/

If needed, blue button image can be found in: <https://www.nephtc.org/draftfile.php/128/user/draft/17188569/RegisterNow_button.png>

