

COURSE OUTLINE FOR

(Compelling Branded Title and Subtitle)

Speaker Name: _____

Instructor Bio: (develop a short 75 word bio and a longer bio)

Learner Profile: (Ideal Client Avatar)

Course Description (develop a short 75 word description and a longer description)

Desired Outcomes

What problems are you trying to solve? List the desired learning Outcomes of the training?

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

(Call to Action and what do students need to purchase or do before starting the program)

Students will sign up here: _____

Purchase or Download (Text Books, manuals, program, access) from here:

Timeline Structure

Time: _____ Date: _____

Taking place over _____ Days _____ Weeks _____ Months

Week	Day	
One:	One:	<ol style="list-style-type: none"> 1. Example Connect with Students on zoom 2. Program Orientation 3. Deliver an overview of the topic 4. Answer questions 5. Activity/Homework:
	Two:	<ol style="list-style-type: none"> 1. 2. 3.
	Three:	<ol style="list-style-type: none"> 1. 2. 3.
Week	Day	
Two:	One:	<ol style="list-style-type: none"> 1. 2. 3.
	Two:	<ol style="list-style-type: none"> 1. 2. 3.
	Three:	<ol style="list-style-type: none"> 1. 2. 3.
<p>Final Outcome/Results/Performance Indicators: (ex. Review / Final Exam / First Sale / Peer Feedback / Completed projects / First Sale / Create a program etc.)</p>		

Inventory of Media and Learning Tools

- | | | | |
|--------------------------------------|---------------------------------------|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Videos | <input type="checkbox"/> Handouts | <input type="checkbox"/> Mnemonics | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Audios | <input type="checkbox"/> Checklists | <input type="checkbox"/> Stories | <input type="checkbox"/> Case Studies |
| <input type="checkbox"/> Webinars | <input type="checkbox"/> Templates | <input type="checkbox"/> Models | <input type="checkbox"/> Lectures |
| <input type="checkbox"/> Flip Charts | <input type="checkbox"/> Books/Guides | <input type="checkbox"/> Zoom | <input type="checkbox"/> Games |
| <input type="checkbox"/> _____ | | <input type="checkbox"/> _____ | |
| <input type="checkbox"/> _____ | | <input type="checkbox"/> _____ | |

Testing: Formal Evaluation

Example: The formal evaluation of this module consists of:

1. Questions from text
2. Assignments from text
3. Final Exam

Exam Description

Example: The Final Exam will be administered on the last day of the module (typically Friday.) It will consist of 20 questions plus a hands-on component (3 exercises) that will test the knowledge of Word 2000. Maximum time allotted for this exam is 3 1/2 hours.

Module Final Grade

Module Component	Weight	Possible Marks
Participation & Attendance	10%	50
Questions	15%	15
Assignments (Level 1)	20%	20
Assignments (Level 2)	20%	20
Final Exam	35%	45
Total	100%	150

Creating a “Getting Started” or Orientation Session or Section

When starting your online course or live training workshop, establish your credibility and peak attendees’ interest. This is the first thing you will state in a live program, or if it's a self-paced online course, then put this in the "Getting Started" or Orientation section, of some kind.

Use my INTRO formula:

I – Interest/Impact: Engage the participants by asking a controversial question; or by making a provocative statement; or by telling them something startling; or by referring to a current ‘hot’ topic (‘Did you see in today’s paper...?’)

N – Need: Why should the participants be there, let alone listen and learn? Put yourself in the participants’ shoes and see how you can make it relevant to them.

T – Timing: Say how long each session will be, and how it fits into the overall plan for the course. ‘This session lasts for 45 minutes, after which we’ll be having the morning break.’

R – Range: Briefly outline the range or scope of this session, and how it fits into the overall plan. Note the word ‘briefly’ – don’t give too much detail at this stage.

O – Objectives: Tell them specifically what they will take away from the session. Also provide your participants with all the necessary orientation information, such as links, instructions, and login credentials for access their course materials. Do not create additional learning barriers by making it hard to find what they need to be successful in your course. Make it easy for them to access everything.
