

CITY OF MADISON

Course Planning Form Checklist

Not sure what information you need to complete a Course Planning Form? Use this checklist to help you prepare. And we know that details change, so just email us at OrganizationalDevelopment@cityofmadison.com with a heads-up.

Course Information

Completing this section allows you to organize your initial course material and consider how best to convey the content.

- ☐ Course Title and Description: Explain what participants will get out of your class and hook them on the topic
- ☐ Learning Objectives: Outline exactly what participants should be able to do differently by the end of the course
- ☐ Lesson Plan: Provide an overview of how those learning objectives come to life in the form of course activities
- ☐ Prerequisite courses: Identify whether learners need to have completed previous courses or have other baseline knowledge
- ☐ Pework (if any): Most learning takes place outside the classroom, whether online or in-person. Share what learners need to complete prior to their first session (e.g., complete assessments, read information, watch videos, reflect on questions)

Scheduling Information

Help us understand the logistics of your class so we can build your course registration page

- ☐ How many sessions/modules in this course?
- ☐ Preferred dates and times
- ☐ Capacity, course open and close dates (if applicable)
- ☐ Subject Category
- ☐ Audience/s
- ☐ Zoom link

Course length: Even if you're "chunking" learning into segments, the average participant can only handle about 60-90 minutes without a significant break.

We recommend limiting modules to 90 minutes max

Facilitator Information

Facilitators (aka Trainers, Teachers, Instructors) lead the session and are responsible for the course's overall success. Moderators provide technical assistance and support to learners and facilitators.

- ☐ Sponsoring Department/s
- ☐ Facilitator Bio and Contact Info
- ☐ Moderator or Co-Facilitator Bio and Contact Info

In-Person Sessions: Until Public Health of Madison/Dane County releases In-Person Meeting restrictions, all City of Madison training will take place in a virtual setting.

See Department Head for information about exceptions

Advertising Information

Every Learning Partner course is eligible for advertising support from Organizational Development, in the form of weekly eBlasts to All Email Users. You may opt out if your audience is narrower and/or broad-based marketing isn't appropriate for your course.

- ☐ Include course description in our weekly eBlast to All Email Users?
- ☐ What is your plan to reach employees without City email addresses?

Course Planning feels better with support

Let the Organizational Development team help you design, deliver, and evaluate the best course for your audience.

[Get Planning Resources](#)

[Make an Appointment](#)