

## Application for Workplace Learning Session Development and Delivery

Thank you for your interest in becoming a Workplace Learning Facilitator. Please complete this form and submit to C-TEL for approval. If you have any questions, contact [wplearn@broward.edu](mailto:wplearn@broward.edu)

### Step 1: Questionnaire Section

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one that applies:

Full-time Faculty

Part-time Faculty

PTS Employee\*

Administrator\*

\* Development and facilitation of WPL professional development sessions requires supervisor approval if during regular working hours.

Supervisor Name: \_\_\_\_\_

Indicate the Facilitator level you are interested in:

(Refer to the Workplace Learning Facilitator Level descriptions for more information.)

Workplace Learning SME Co-Facilitator (Level 2: I want to work with a Workplace Learning trainer/facilitator to develop and co-facilitate this session)

Workplace Learning SME Facilitator (Level 3: I want to develop and facilitate a session in my area of expertise. This option can also include multiple non-Workplace Learning SMEs working together to develop and facilitate this session. The Workplace Learning staff will provide logistical support.) Additional Names: \_\_\_\_\_

Indicate the terms you are applying for

(Note: You are agreeing to offer this session twice per term and at two campus locations):

Fall Semester

Spring Semester

Summer Semester

Annual

Check the categories that apply to the session(s) you plan to co-develop/co-facilitate, or develop/facilitate (Refer to the descriptions for more information.)

Quality Service Skills

Self-Management Skills

Leadership Programs

Step 2: Session Title (Complete one form per session topic)

Provide title of proposed session (Limit to 50 characters or less, including spaces and symbols)

Step 3: Session Development Overview

Provide a response to the following

1. Description of the concept/topic you plan to address in the session
2. Rationale for choosing this concept/topic
3. Target audience
4. List of course outcomes (learning or operational)
5. Synopsis of the activities participants will complete during the course
6. Description of the deliverable(s) participants will create and submit after completing the course  
Participants should be allowed a minimum of 30 minutes to create this deliverable
7. Course modality Please check one:  Face to Face  Blended  Online
8. Length of the course Face to Face (1-5 hours) \_\_\_\_\_ Blended and Online (5-14 hours) \_\_\_\_\_

Step 4: Course Description

Provide a short description of no more than 100 words to be included in C-EL course catalog.

See example below and include the following:

1. 1-2 sentences describing concept/topic
2. 1-2 sentences giving an overview of the course
3. 1-2 sentences describing deliverable(s)

Sample course description:

### QSS2001 Emotional Intelligence

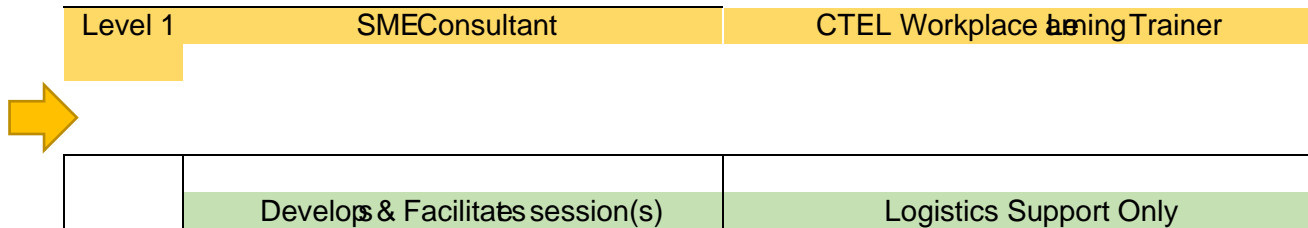
2 PD hours

This course provides an overview of what Emotional Intelligence is and how it supports effectiveness in collaborating with colleagues. Participants will be introduced to the difference between our intelligence quotient (IQ) and our emotional intelligence quotient (EQ). The

Workplace Learning Subject Matter Expert (SME) Level 2 - Co-Facilitator  
Center for Teaching Excellence & Learning

Broward College's Center for Teaching Excellence & Learning (CTEL) is focused on providing an environment that fosters professional growth by offering leadership academies and workplace learning programming that addresses workplace competencies in both technical and soft skills.

In an effort to accomplish this, CTEL seeks to work with Broward College faculty, staff, and administrators who are passionate about sharing their knowledge and skills, embracing life-long learning, and enjoy collaborating with colleagues.



A Workplace Learning SME Level 2 - Co-Facilitator will complete the following activities:

1. Works as a Subject Matter Expert (SME) to collaborate with a CTET Facilitator in the creation and maintenance of courses, based on CTET's course design model and requirements, within one of CTET's course categories, which include:
  - a. Quality Service Skills
  - b. Self-Management Skills
  - c. Leadership Programs
  - d. Workplace Technologies
2. Reviews session content and evaluations for ongoing validity and effectiveness and recommends updates to course content (as needed), per the schedule below, to reflect any changes.

Two weeks prior to the beginning of each term.

- x Fall semester by the third Monday of August
- x Spring Semester by the second Monday in December
- x Summer semester by the third Monday in May


3. Co-Develops the course evaluation survey using the CTET template.
4. Co-Facilitates session(s) with CTET Trainer/Facilitator.
5. Provides CTET with a list of dates that s/he will be unavailable\* to facilitate courses per the schedule below.
  - x Fall semester by the last Monday in July
  - x Spring semester by the last Monday in November
  - x Summer by the last Monday in April

\*Depending on the topics, schedules can vary regarding the number of offerings and campus/room locations.

6. Assists with answering follow up questions and troubleshooting participant issues

Example of this role:

- x An HR Employee Relations SME facilitates the Management Development Supervisory Training and covers the topics of hiring within legal guidelines and employee evaluations.



	SME Consultant	CTEL Workplace Learning Trainer
	SME Co-Facilitator	CTEL Workplace Learning Trainer
	SME Facilitator	CTEL Workplace Learning Staff

A Workplace Learning SME Level Consultant will complete the following activities:

1. Serves as a Subject Matter Expert (SME) in collaboration with a CTETL/Facilitator for the creation and maintenance of workplace learning sessions, based on CTETL's course design model and requirements, within one of CTETL's course categories, which include:
  - a. Quality Service Skills
  - b. Self-Management Skills
  - c. Leadership Programs
  - d. Workplace Technologies

2. Reviews session content and evaluations for ongoing validity and effectiveness, and recommends changes/updates per the schedule below.

Two weeks prior to the beginning of each term.

- x Fall semester by the Third Monday of August
  - x Spring Semester by the Second Monday in December
  - x Summer semester by the Third Monday in May
3. Observes the course(s) at least once per semester. Provides CTETL with a list of dates that s/he will be unavailable\* to attend courses per the schedule below
    - x Fall semester by the last Monday in July
    - x Spring semester by the last Monday in November
    - x Summer by the last Monday in April

\*Depending on the topics, schedules can vary regarding the number of offerings and campus/room locations.

8. Assists CTETL in answering follow up questions and troubleshooting participant issues.

Example of this role:

1. An IT SME works with a CTETL facilitator to align Office 365 training sessions with the existing installation of features and configurations for this product.

**Workplace Learning Subject Matter Expert (SME) Level 3 – Facilitator**  
**Center for Teaching Excellence & Learning**

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In an effort to accomplish this, CTEL seeks to work with Broward College faculty, staff, and administrators who are passionate about sharing their knowledge and skills, embracing lifelong learning, and enjoy collaborating with colleagues.

Level 1	SME Consultant	CTEL Workplace Learning Trainer (r)-7.30 cs
	SME Co-Facilitator	CTEL Workplace Learning Trainer
	Co-Develop and Co-Facilitate session(s)	Co-Develop and Co-Facilitate session(s)
Level 3	SME Facilitator	CTEL Workplace Learning Staff
	Develop & Facilitate session(s)	Logistics Support Only

A Workplace Learning SME Level 3 - Facilitator will complete the following activities:

1. Develops and facilitates a set of 86.5 (nd) 2.3 dncos 95.6 (e)-3 (d) 2.3 (e)-3 (s) 57 (c)-1.9 ri(p) 2.3 (t)-3 i(o)-6.6 n

# Process Map – CTEL Workplace Learning

Title : \_\_\_\_\_  
Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

PLEASE PRINT

Please select your

Name	Position at BC	Campus/Dept.	Ext.
1.	PTS/ ADM/ FAC FT / PT		