

**Updated 06/2016**

**North Carolina Department of Public Safety**

Office of Staff Development & Training (OSDT)

**DPS Training Event Proposal - Online Course**

This Training Proposal template provided should be utilized in obtaining approval for online training that is to be conducted in-house, but is not covered by an OSDT approved lesson plan. The proposal should be submitted and approved through each Section's recognized training approval process **BEFORE** the course is published to the Learning Management System (LMS) catalog.

# Title of Training:

All training must be assigned a title. The title should be consistent with the learning activities planned for the training. It should be brief and should provide the reader some indication of the online content.

# Rationale:

The rationale is a statement of the need for an eLearning course. It should contain several statements, which explain the reason(s) why this specific training course is needed. These statements should relate to fact, not opinion and be supported by statistical data when possible or appropriate.

# Course Description:

Enter a brief description of the online course.

# Training Objectives:

Specific measurable objectives must be written. These objectives should state the situation or conditions for evaluation of eLearning course. The objectives should:

* Describe what the learner will be doing when he/she is demonstrating that the objective has been reached.
* Describe the conditions (limitations or givens) under which the learner will be expected to demonstrate competence.
* Describe how the learner will be evaluated.

# Training Course Content:

A Microsoft (MS) PowerPoint file is the map of the online training course, and should be submitted along with this training proposal.

* This PowerPoint file should be as close to a mirror image of the training once it is published.
* It should describe the content and sequence of the presentation of the training. All objectives should be covered, with an introduction at the beginning, and a summary provided at the end of the course. Any reference point of contacts pertaining to the content should be included as well.
* **Do not** add buttons to your PowerPoint to advance from slide to slide. The LMS system adds navigation buttons by default. **Do not** use animation, such as fly-in words or slides or other animation, such as slide transitions. \*Your PowerPoint will be returned to you to remove the animations and transitions, and you will be asked to resubmit it.
* **MS PowerPoint approved templates will only be accepted**.   
  Approved templates can be located on the DPS website, here: (<http://www.ncdps.gov/Adult-Corrections/Staff-Development-Training/For-Employees/Training-Requests> )
* **Ensure the content on your presentation is uniformed.** Example slide titles, sub titles, and other common content share the same font size, color and type. Remove any unnecessary text boxes not being utilized, such as the date or page numbers at the bottom if they appear.

# Knowledge Check or Quiz Questions:

Questions and answers should be provided on a separate Word document with the question and all answers, with the correct answer bolded or highlighted. Multiple choice and True/False are recommended to work best with the system.   
Guidelines: An hour course should contain no more than 5-10 questions. Two hours should contain no more than 10-20 questions. Please do not add your questions to the PowerPoint. The questions will be added to the training upon configuration by the LMS Administrator.

# Training Point of Contact:

Near the end of your presentation a training contact for the training topic presented should be listed to include the name (preferably a Section name, and phone number. (Example: Prisons Health Services, ###-###-####)

# Availability of the Online Training Course:

The availability of the online course for staff will be set to Public Safety as the default within the LMS. If your course should only be made available to one or more divisions (ACJJ, Administration, Law Enforcement, etc.), please specify the division. \*\*If this is a required course, please include the organizational group it should be assigned to, the assignment date and due date if required. \*\*

# Course Resources (attachments):

All course resources (policies, reference sheets, etc.) should be attached as PDF files, submitted with this training proposal. The resources will be added to the training. Please ensure each file is named accordingly and the file has a title within the document

# Video and Audio Content:

Video and audio files should be submitted as compressed zip files and under 20MB if sent via email. Video file type supported is .MP4. If your video is stored on YouTube, please provide the file link. Please contact your [LMS System Administrator](mailto:dps_lmshelp@ncdps.gov) for file transfers and support.

# Training Hours/Credit:

Please provide the number of training hours/minutes that should be assigned to the online course. Online courses minimum limit is 10 minutes and maximum is 2 hours.

# Approval Signatures Required: *(This proposal should contain the first 3 required signatures below, scanned and sent via email to OSDT via email to* [*DPS\_LMSHelp@ncdps.gov*](mailto:DPS_LMSHelp@ncdps.gov)*. Please include the PDF signed/scanned copy and the unsigned Word copy.)*

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| --- | --- | --- | --- |
| Prepared By: | (Preparer) | Date: |  |
| Approved By: |  | Date: |  |
|  | (Section Manager) |  |  |
| Approved By: |  | Date: |  |
|  | (Section Training Coordinator) |  |  |
| Approved By: |  | Date: |  |
|  | (LMS System Administrator Manager) |  |  |
| Approved By: | (Director or Designee, OSDT/DPS HR) | Date: |  |

**Special Note:** Once the course has been submitted and approved, the LMS System Administrator will configure the course for the LMS. In draft format, the Preparer will be notified to preview the course and provide written final approval via email to the LMS Administrator to publish the course after all changes are finalized.

June- 2016

**\*\*\*\*Please review highlighted areas on both pages before submitting your documentation to avoid any delays with publishing your online training. PowerPoint files will be returned to the Preparer to ensure all guidelines are met above before final testing and publication occur. \*\*\*\***