

# **Professional Development Design**

***University of San Francisco***

**Spring 2004**

**Lisa Tortorich, Instructor**

tortorich @knowvation.com

## **Course Description**

Professional Development Design takes a closer look at training and instructional design strategies for education workshops and corporate training programs. Students plan and deliver technology training and work collaboratively to produce a technology conference. Additionally, students research current trends in instructional design, develop participant materials, and produce a training manual correlated to their technology workshop.

## **Course Portfolio Overview**

1. Participant Packet (workshop materials)
2. Instructional Strategies Research
3. Needs Assessment
4. Application Skill Steps
5. Motivational Strategies
6. Workshop Proposal
7. Workshop Matrix
8. Trainer's Manual
9. Coaching Worksheets
10. Training Summary/Evaluation

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### Syllabus/Required Assignments

Session	Date	Description
Intro	1.24	<b>Course Description, Syllabus, Expectations</b>
1	2.7	<b>Getting Started</b> <i>Assignment Due:</i> All About Me (Discussion Forum) Instructional Strategies: Effective professional development integrates a variety of instructional strategies. Review 4 strategies and learn more about implementation techniques.
2	2.21	<b>Assessing Needs</b> <i>Assignment Due:</i> Instructional Strategies/Workshop Topic Creating a thoughtful Needs Assessment for your participants will help guide workshop design and delivery. Review steps in developing a Needs Assessment.
3	3.6	<b>Skill Steps</b> <i>Assignment Due:</i> Needs Assessment/Workshop Proposal Developing good workshop materials is at the core of professional development. Learn effective skill step production techniques and discuss the importance of clear directions.
4	3.27	<b>Workshop Matrix</b> <i>Assignment Due:</i> First set of Skill Steps Review an effective workshop organizational matrix for developing a realistic agenda for your training.
5	4.3	<b>Workshop Management</b> <i>Assignment Due:</i> Workshop Matrix Take the time to review some of the basic procedures that need to happen in order to produce a meaningful learning experience.
6	4.17	<b>Motivational Strategies</b> <i>Assignment Due:</i> Workshop Materials What good is careful planning and development if no one shows up for the show? Learn some effective strategies in motivating attendance.
7	5.1	<b>Workshop Delivery</b> <i>Assignment Due:</i> Deliver your workshop
8	5.8	<b>Train the Trainer/Coaching</b> <i>Assignment Due:</i> Trainer's Manual, Coaching Worksheets, and Workshop Evaluation