



U.S. Department
Of Transportation
**Federal Highway
Administration**

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NHI Course No. **xxxxxx**

Course Title

Participant Workbook



Using the Participant Workbook Template

This template provides the format and lists the required information for a Web Conference Training (WCT) Participant Workbook. Use the template as a starting point for developing your workbook. You may wish to supplement the information with course-specific resource lists, activities/exercises, review questions, etc.

- Replace all text in RED with the information indicated or delete if not applicable. Do NOT replace black text. It is boilerplate and represents NHI's curriculum-wide approach.
- New sections should always start on an odd-numbered page; leave a blank page with the text "Intentionally Blank" if necessary.
- Change text color to black after making modifications.
- Update the Table of Contents.
 - Select the Table of Contents
 - Press F9
- Reformat as needed, especially the font (Trebuchet 10 pt. for body text).
- Delete all template instructions.

Note that not all courses have pre-assignments and/or end-of-course exams, and not all courses offer Continuing Education Units (CEUs). Be sure to remove any information that does not apply to your course.

Note: Delete this page after completing your Participant Workbook.

Table of Contents

Introduction	3
Target Audience	3
Course Goal and Outcomes	4
Course Format	4
Course Completion	4
Course Agenda	4
Are You Ready to Learn?	4
Setting Up Your Learning Environment	5
Course Material	6
Module XX at-a-glance	6
Module X - Title	7
Exercises/Handouts.....	11
Next Steps	12
Acronyms.....	13
Bibliography	13
Glossary	13
Websites	13

Introduction

This WCT course, **course title**, provides you with **an introduction to/an understanding of/information about (insert information about content of course)**.

Target Audience

Provide as much information as possible about the desired audience for the course, including skills they should have and information they should know prior to attending the training. Describe the current job performances or tasks of targeted participants. The more information you can provide, the more likely the participants will have the appropriate skills and knowledge to fully benefit from the training.

The target audience for this course consists of individuals responsible for:

- Responsibility
- Responsibility
- Responsibility

Prior to taking this course, you should be able to:

- Skill/ability
- Skill/ability
- Skill/ability

Prior to taking this course, you should know:

- Information
- Information
- Information

The target audience consists of people in the following positions:

- Job title
- Job title
- Job title

Course Goal and Outcomes

After completing all assignments and participating fully in this online course, you will be able to:

- Terminal learning outcome (course goal)
 - Enabling learning outcome
 - Enabling learning outcome
 - Enabling learning outcome

Course Format

This course presents material in a series of XX synchronous online modules, supplemented by pre-module assignments. The modules are as follows:

Module 1 - module name

Module X - module name

Course Completion

After you have attended all XX modules, completed all pre-module assignments, and demonstrated mastery of the course learning outcomes, you will be awarded XX Continuing Education Units (CEUs). Transcripts may be requested by e-mailing NHITraining@fhwa.dot.gov.

After you have attended all XX modules and completed all pre-module assignments, you may download a course certificate from the meeting room at the conclusion of the last module.

Course Agenda

The course agenda alternates between self-directed pre-module assignments and Web conference modules. The overall training is the equivalent of XX hours of instruction. Independent completion of the pre-module assignments and the end-of-course exam requires an additional XX hours.

Course Agenda	
Day and Time	Event
Prior to day, time	Pre-Module 1 Assignment
Day, time	Module 1 Web Conference
Prior to day, time	Pre-Module X Assignment
Day, time	Module X Web Conference

Are You Ready to Learn?

Please be sure you have completed the following preparation steps no later than the day before Module 1.

- [View](#) a short briefing on how to use the Adobe Connect tool, located at: <http://admin.acrobat.com/nhiwctintro>
- Enter the meeting room, using the link provided to you via e-mail.
 - Download and complete Pre-Module 1 Assignment; email it to your Facilitator
 - Download and complete the Audience Profile survey; email it to your Facilitator
- Provide your mailing address to your Facilitator.
- If you cannot commit to the course schedule (i.e., cannot actively participate and complete all assignments), please withdraw from the course by sending an email to NHITraining@fhwa.dot.gov.
- Prepare your learning environment (see Setting Up Your Learning Environment below).

Setting Up Your Learning Environment

Please *be ready to learn*. Consider the action items below:

- Complete assigned pre-work.
 - Let your colleagues know you are not available during the synchronous online modules.
 - Put a sign on your door that says you are in training and cannot be disturbed.
 - Consider using a headset so that you do not disturb your co-workers.
 - Close out of e-mail and other applications that could distract you during training.
 - Have a pen and pad of paper ready.
-

Course Material

Advance Organizer

Create an advance organizer as shown below for each module. The organizer presents information on pre-assignments, if any; module duration; learning outcomes; evaluation strategy; and resources, if applicable.

Module X At-a-glance

Element	Information
Pre-Assignment <i>Downloaded from a File Share Pod in the course meeting room</i>	Your first assignment is to become familiar with the course content by reading resource materials and answering a set of questions. The Web conference for Module 1 was designed on the assumption that you have certain knowledge prior to the module, so if you want to get the most out of Module 1, be sure to complete the pre-module assignment and e-mail it to your Facilitator.
Duration of Synchronous Web Conference	Approximately XX minutes
Learning Outcomes	Participants who participate actively in this module will be able to: <ul style="list-style-type: none"> • Enabling learning outcome • Enabling learning outcome • Enabling learning outcome
Evaluation Strategy	Discussions, Knowledge Checks
Resources	Web sites, additional reference materials, etc.

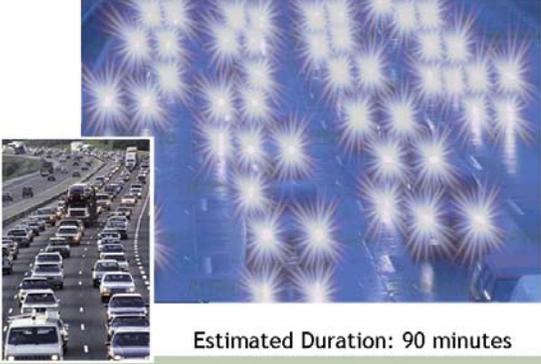
The next three pages demonstrate the layout of the PowerPoint slides for the participant workbook. Note that the slide/notes layout changes according to the pagination: Odd-numbered pages present the image on the left and the notes space on the right, while even-numbered pages have the notes space on the left and the image on the right. Start each new module on an odd-numbered page.

Module X - Title

US Department of Transportation
Federal Highway Administration

MMS 131112

Introduction to MMS



Estimated Duration: 90 minutes

US Department of Transportation
Federal Highway Administration

MMS 131112

Critical Definitions

- What is Maintenance Management?

- What is a Maintenance Management System?

U.S. Department of Transportation
Federal Highway Administration

MMS 131112

Question and Answer

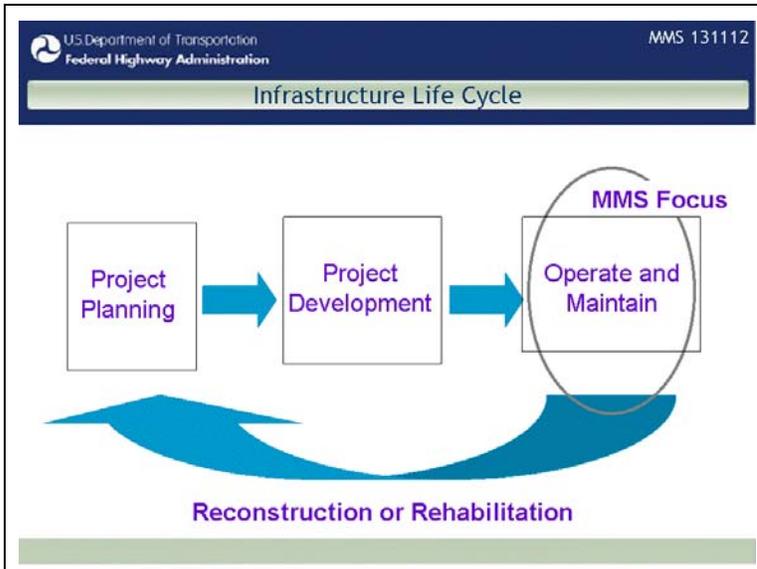
- What features of a MMS have you used?
- What features of a MMS have you heard about but have not had the opportunity to use?

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Federal Highway Administration

MMS 131112

Learning Outcomes

- Define the role of MMS in supporting the infrastructure life cycle
- List three benefits of strong maintenance programs
- Describe the relationship of MMS to Transportation Asset Management
- Differentiate between a first generation MMS and an enhanced MMS
- List critical maintenance issues for the 21st century and techniques for addressing each issue
- Identify the three MMS components



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- The slide, titled "Focus of MMS", features the U.S. Department of Transportation Federal Highway Administration logo and "MMS 131112" in the top left corner. The title "Focus of MMS" is centered in a dark blue bar. Below the title, there is a bulleted list of two items:
- Managing routine maintenance and operational activities
 - Providing business processes, management tools, and technologies

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Exercises/Handouts

Include any exercise materials or handouts for the course here.

Next Steps

Please be sure you complete these steps at the end of the training.

- Complete the evaluation.
- Print the certificate of attendance.

Acronyms

Insert a list of all acronyms used in the guide with their full versions. Example:

AASHTO	American Association of State Highway and Transportation Officials
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Bibliography

Include a bibliography if necessary. Example:

American Association of State Highway and Transportation Officials (AASHTO). 2002.
Transportation Asset Management Guide. American Association of State Highway and Transportation Officials, Washington, DC.

Glossary

Include terms used in the guide that may require definition. Example:

Asset

An asset is a physical item of roadway infrastructure that has value. Assets are sometimes referred to as roadway “furniture” or “features.” An asset may be a single item, such as a sign, or a linear item such as a road or guardrail section. An asset may also be a spatial item such as a rest area or mowable acreage.

Websites

Include a listing of relevant Web sites. Example:

AASHTO Highway SCOM Homepage
<http://maintenance.transportation.org>