

**COURSE NUMBER**

FHWA-NHI-420047

**COURSE TITLE****Instructor Development Course (IDC) for Web Conference Training (WCT)**

The Instructor Development Course (IDC) for Web Conference Training (WCT) is a blended learning course consisting of live, WCTs and self-paced, web-based trainings (WBTs). It is designed to teach instructors who have taken the IDC for Instructor-Led Training course how to effectively deliver interactive training through NHI's web conferencing software. The IDC for WCT will provide new and experienced instructors the knowledge and skills needed to deliver online training that keeps participants engaged. Participants will also get insight into the logistics behind preparing for the delivery of online training.

Participants need access to both a telephone and an internet connection to participate in the live, WCT sessions. The course is estimated to take ten hours to complete over a period of three weeks. It is comprised of 8.5 hours of instructor-led WCT and 1.5 hours of self-paced WBT.

**\*\*COURSE SEQUENCE\*\***

Lesson 1 (Live, WCT): This lesson is a live, 30-minute session which orients participants to the course layout.

Lesson 2 (Self-paced, WBT): During this self-paced lesson, participants learn the basics of how to use NHI's web conferencing software. It is estimated to take one hour to complete.

Lesson 3 (Self-paced, WBT): This is a brief video demonstration which is designed to teach participants how to set up their own teach back room which will be used to deliver a presentation at the end of the course. This presentation will serve as the course assessment.

Lesson 4 (Live, WCT): In this session, participants will learn more about distance learning and the roles and responsibilities of everyone involved in making distance learning a success. This session is estimated to take two hours.

Lesson 5 (Live, WCT): In this session, participants will learn the key characteristics of how to deliver effective WCT instruction. This session is scheduled for two hours.

Lesson 6 (Live, WCT): In this live, two hour session, participants will learn how to properly prepare to deliver training through a web conferencing platform.

Lesson 7 (Live, WCT): This live, two hour session serves as the performance assessment for the course. Participants will deliver an 8-10 minute presentation through NHI's web conferencing software. Upon completing delivery, participants will receive feedback from the course facilitator(s) and the other participants. These sessions will be recorded for later review so participants can gain greater insight into their strengths and practice any areas for improvement.

In between WCTs, participants will have the opportunity to ask questions/post comments in an intersession chat room. This chat room will be monitored by the course facilitator(s) and any questions will be addressed at the beginning of each live, WCT.

**OUTCOMES**

Upon completion of the course, participants will be able to:

- Explain Distance Learning and the purpose of a Web Conference Training (WCT).
- Identify the NHI Instructor's role in the training.
- Identify the main features and tools available for a WCT.
- Demonstrate effective content delivery skills for a WCT.

**TARGET AUDIENCE**

This course is intended for instructors who will develop and/or deliver interactive training to adult learners through web conferencing.

**TRAINING LEVEL:** Basic

**FEE:** 2016: \$125 Per Person; 2017: \$125 Per Person

**LENGTH:** 10 HOURS (CEU: 1 UNITS)

**CLASS SIZE:** MINIMUM: 5; MAXIMUM: 15

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