Meet and Greet

- Instructions
- Introductions
Background

Thanks for participating in the January call. We covered items such as...

- 2008 NHI Catalog
- Additional Instructor Development Courses (IDC)
- 2007 Instructors of Excellence
- 2007 Administrative Team Award
- Explanation of “Confirmed”
- Shipping procedures
Background (con’d)

- What if changes are needed to the course you’re teaching - clarification
- Tax Exempt Form
- New Participant Registration Form
Today’s Agenda

- Session ID Numbers
- Session on Training Sessions vs. Presentations
- The Instructor Development Course (IDC) and Instructor Certification
- Multiple Enrollment Feature on the Web site
- Course Cancellation Policy
- 2009 NHI Course Catalogs
- NHI Real Solutions Seminars
Session ID Numbers

- E-mail of confirmation information, i.e. date, training site, session number
- E-mail/phone call to Project Manager
- Scheduler – (703) 235-0534
- Instructor Liaison – (703) 235-0010
Difference between Training & Presentations

Training:

• Designed and developed with learning outcomes/objectives
• Learning outcomes/objectives will be achieved during the class
• Measured throughout the session
• Assessed at the end of session to make sure learning knowledge and skills have been achieved
• Learner Centered
Presentations:

- Developed to deliver information (Awareness)
- Designed with a specific objective in mind
- Knowledge based
- Passive
- Knowledge is not measured at the end of the session
- Instructor Centered
Training vs. Presentation (con’d)

Training: Needs Assessment  
Course Outcomes  
Lesson Plans  
Lessons  
Delivery  
Assess

Presentation: Need  
(Maybe) Outcomes  
Delivery  
Q & A’s
New Participant Registration Form

- Old Participation Forms
- Didn’t take test
- Fail
Upcoming IDC Sessions

FY 2008

Atlanta, GA – 4.5 day – 5/6-9/08
Baltimore, MD – 3.5 day – 6/3-6/08
Arlington, VA – 4.5 day – 6/23-27/08

Open Seats:

• Atlanta, GA - 1 Public & 2 FHWA seats
• Baltimore, MD – 1 Public & 1 FHWA seats
• Arlington, VA – 1 Public & 2 FHWA seats
This applies mainly to hosts, Local Coordinators and FHWA Training Coordinators

- Based on feedback and requests, all NHI customers can now enroll for sessions and Web-based training through the NHI Web site.
- Customers can now enroll multiple participants or someone other than themselves, this feature has just been added to the NHI Web site.
Course Cancellation Policy

- Host must initiate cancellation
- Host must contact Rick Barnaby (703) 235-0520
- Contact 10 working days prior to the start date
- Information on Page 9 of the 2008 NHI Catalog
Based upon customer feedback, we’re publishing the new catalog early. The goal is to have the 2009 Catalog ready by the end of June. Two copies will be included in the administrative packets.
New! NHI Real Solutions

• Based upon customer feedback, NHI launched the *Real Solutions* seminars in March
• These are FREE one to two hour Web-conference presentations
  – Problem faced in the transportation field
  – Solutions implemented
  – Lessons Learned
• The next session is Thursday, April 24 at 1 p.m. Eastern
• VOLUNTEERS?
Questions?
Next NHI Instructor Web Conferences

Next Quarter

• July 16, 2008
• July 30, 2008

If you would like to recommend a topic for our next Instructor Web Conference, please send an e-mail to Carolyn.Eberhard@dot.gov or type your suggestion in the Chat Pod.

NHI Website: www.nhi.fhwa.dot.gov