



NHI Instructor Update

November 2009



NATIONAL HIGHWAY INSTITUTE

Meet and Greet

U.S. Department of Transportation
Federal Highway Administration 

- Introductions

Background

In February we discussed:

- Instructors of Excellence and Administrative Team Awards
- What to do about the training class if office closes
- Video Conferencing – Status

Background (cont'd)

U.S. Department of Transportation
Federal Highway Administration 

- Report Card for 2008
- End of Course Assessment
- 2010 NHI Catalog
- Instructor Development Sessions
- Comments and Questions

Today's Agenda

U.S. Department of Transportation
Federal Highway Administration 

- Active Instructors
- Training for Instructors that facilitate distance learning training
- Instructor Development
- 2009 Instructors of Excellence and Administrative Team Awards



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Today's Agenda (con'd)

- Scoring of tests/quizzes
- 2010 NHI Catalog
- Questions and Comments

Active Instructors

U.S. Department of Transportation
Federal Highway Administration 

- Thanks for your help
- List of Instructors in NHI database
- Approximately 475 Active Instructors

Instructor Development

U.S. Department of Transportation
Federal Highway Administration



- Instructor Development Course (IDC)
- Updated to include modules on electronic modes of learning (Web-conference, Web-based, blended and video conference)

Poll: How many would be interested in participating in the new modules?



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Instructor Development Course Sessions

U.S. Department of Transportation
Federal Highway Administration 

- Six Sessions of 3.5-day
- Two Sessions of 4.5-day
- Looking for hosts
- Beginning January 2010



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Live Demos of FHWA's Web Conferencing Tool

U.S. Department of Transportation
Federal Highway Administration 

- **REGISTER NOW!**
- **Questions? Contact Webconferencing@fhwa.dot.gov**
- **Select a date to register as a GUEST for one or all 4 demonstrations!**
- **Sessions begin at 2:00 PM Eastern and are approximately 90 minutes.**



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Live Demos of FHWA's Web Conferencing Tool (cont'd)

U.S. Department of Transportation
Federal Highway Administration 

Web Conferencing 102 Tuesday, November 10th

- *Experienced Hosts will pick up new techniques, using more advanced features of FHWA's Web conferencing tool. You will learn shortcuts with hands-on opportunities to practice using Connect Pro.*



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Live Demos of FHWA's Web Conferencing Tool(cont'd)

U.S. Department of Transportation
Federal Highway Administration



- **Web Conferencing 103 [Tuesday, November 17th](#)**
- *FHWA upgraded to Connect Pro 7 in May. This advanced session is an opportunity to explore the new features now available to Hosts and Presenters. 103 Demo attendees should have experience leading Web conferences and be comfortable using this software.*



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Live Demos of FHWA's Web Conferencing Tool(cont'd)

U.S. Department of Transportation
Federal Highway Administration 

- **Designing Interactive [Tuesday, November 24Th](#)**
- **Web Conferences**
- *The wait is over! Tired of people checking email during your presentation? Worried about death-by-PowerPoint? Learn several new ways to incorporate interactivity that'll keep your meeting attendees engaged!*



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Scoring of Tests/Quizzes

- Questions concerning how to score tests/ quizzes
- Help for doing test analysis

Participant Registration Form

U.S. Department of Transportation
Federal Highway Administration



- Instructors must complete the bottom portion of the form prior to sending it to NHI.
- Attendance, Score, Pass/Fail/Did Not Take Test
- At the conclusion of each NHI session, please be sure that each participant completes a form.
- Return the completed forms to NHI with the additional forms in the packet.



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2009 Instructor of Excellence Awards

U.S. Department of Transportation
Federal Highway Administration 

- Award Period: 10/1/08 – 09/30/09
- Categories:
 - FHWA Instructors
 - Contract Instructors
 - Administrative Team

*Criteria provided on the NHI Web site
under Resources:

www.nhi.fhwa.dot.gov

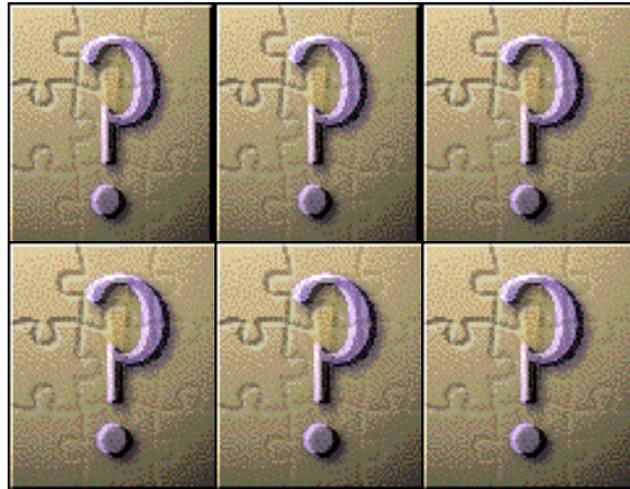
2010 NHI Course Catalog

U.S. Department of Transportation
Federal Highway Administration 

- New catalog should be completed in January 2010
- One copy for Instructors
- Two copies to be sent with the administrative package

Questions?

U.S. Department of Transportation
Federal Highway Administration



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Next NHI Instructor Web Conferences

U.S. Department of Transportation
Federal Highway Administration 

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 Web site: www.nhi.fhwa.dot.gov



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