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| ***COURSE DATE & SCHEDULING*** | | |
| **Course Date & Scheduling:** | I have coordinated Date(s), Time(s), Duration, and Number of Sessions with OD **already.** | |
| **Course Cancellation:** | I have reviewed the [HR-OD Cancellation Policies](https://www.cityofmadison.com/human-resources/organizational-development/courses/cancellation-policies) and **agree with the 10 registrant minimum requirement**. | |
| ***COURSE INFORMATION*** | | |
| **Course Title & Description:** |  | |
| **Course Summary:** |  | |
| **Learning Objectives:**  *Recommend no more than 5.* | 1.  2.  3. | 4.  5. |
| **Course Materials:** | I am aware that course materials should be sent to Organizational Development **at least four (4) weeks prior to my course date…**  …and have added a reminder to my calendarto send these! | |
| [**Learning Categories:**](https://www.cityofmadison.com/human-resources/documents/learning-partners/Course%20Learning%20Categories_0.pdf)  *Course Learning Categories allow folks to filter by the topics of interest in our City of Madison course catalogue.* |  | |
| [**Choose a Course Image:**](https://photos.cityofmadison.com:8095/city_of_madison_photo_library/#/) |  | |
| **Any Pre-Requisite Courses?** |  | |
| ***FACILITATIOR INFORMATION*** | | |
| **Are you a returning facilitator? Review your bio on our** [**Meet Your Instructors**](https://www.cityofmadison.com/human-resources/organizational-development/courses/meet-your-instructors) **webpage. Share any update requests below.** | | |
| **Facilitator Contact Info & Bio:**  *Facilitators (aka Trainers, Teachers, Instructors) lead the session and are responsible for the course’s overall success.* |  | |
| **Moderator Contact Info & Bio:** *If different than facilitator.*  *Moderators provide technical assistance and support to learners and facilitators.* |  | |
| **Course Moderation:** | Requesting OD Support for Course Moderation  No OD Moderation Support Needed | |
| ***ADDITIONAL INFORMATION*** | | |
| **Targeted Audience(s):** | All Employees  Supervisors & Managers  Specific Employee Groups | |
| **Maximum Number of Learners:**  *Due to registration platform limitations, the max is 100 registrants.* | 12  24  40  100  Other: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| **City Partner Seats:**  *Learn about our* [*City Partners Program.*](https://www.cityofmadison.com/human-resources/organizational-development/courses/city-partners) | None  5  10  15  Other: \_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Recurring Zoom Link:** | OD Zoom Link works for me/us!  Would prefer to use my/our own Zoom | |
| *If using your own Zoom link, please set up a recurring, no fixed time Zoom link to use for all of your course sessions in the same calendar year.*  *Copy and paste the entire Zoom meeting invitation to the right:* |  | |