

## Course Planning Checklist

Use this checklist to gather the items you'll need to submit to Organizational Development (HR-OD) to get your course operationally ready and live for registration.

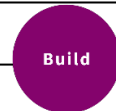
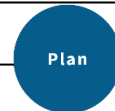
- Once you have all items on the checklist gathered and prepped, send everything over in an email to [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com) with a subject line including the words **"2025 Course: Course Title"**.
- If you have more than one course you're submitting planning information for, please send a **separate email** for each individual course.
- You'll receive a confirmation email once received.
- You can expect proofing email(s) for each course as we begin to build them.

### START HERE: Course Date & Scheduling



- Coordinate with HR-OD on Date(s) and Time(s), Duration, and Number of Sessions**  
*Once you know you want to host a course on the OD Calendar, **reach out to OD ASAP** to coordinate. The 2025 Course Calendar is filling up **FAST**. Keep in mind that we're coordinating with over 20 Learning Partners (LPs). The sooner you get your preferred dates to us, the higher your likelihood of getting those dates.*

### Course Information



- Course Title and Description** – *Explain what learners will learn from your class & hook them on the topic.*
- Course Summary** – *A 25-word max summary for your course's Eventbrite Registration page.*
- Learning Objectives** – *Outline exactly what participants should be able to do differently by the end of the course. We recommend no more than five (5).*
- Course Materials** – Please send all course materials to [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com) **at least four (4) weeks prior to your course date**. *Course materials are now required to be posted on course pages for folks to access prior to the course. If changes are made, please send an updated document to HR-OD at **least seven (7) days prior to the course**.*
  - [Slide Deck\(s\)](#)
  - [Learner Workbook\(s\)](#)
  - Any other document or resource you plan on using in the course (*Including items like; agendas, outlines, tip-sheets, job aids, pre-work assignments, etc.*).
- Other Information**
  - [Learning Categories](#)
  - Choose a [Course Image](#) – *This will become the Eventbrite Registration header image and will be used for Course Highlight Emails should additional marketing be needed. if none are submitted, HR-OD will select one for you.*
  - Are there any pre-requisite courses?

### Facilitator Information

Facilitators (aka Trainers, Teachers, Instructors) lead the session and are responsible for the course's overall success. Moderators provide technical assistance and support to learners and facilitators. *If you've facilitated a course with us before, you are likely already on our [Meet Your Instructors](#) webpage. Please review and submit new or updated information as needed.*

- Facilitator Contact Info & Bio**
- Co-Facilitator/Moderator Contact Info & Bio** – *if there is one.*
  - Requesting HR-OD Support for Course Moderation** – *These requests will be fulfilled depending on HR-OD Team availability.*

### Additional Information

- Targeted Audience(s)** – *All Employees, Supervisors & Managers, Specific Employee Groups – this helps folks search by target audience in the Course Catalogue online.*
- Maximum Number of Learners** – *Standard options include 12, 24, 40, or 100. Due to registration platform limitations, the max is 100 registrants.*
- City Partner Seats** – *How many seats do you want available to non-City staff? Learn more about our [City Partners Program](#).*
- Recurring Zoom Link** – *HR-OD typically uses their Zoom account for courses on the OD Calendar – this has been best for operations/logistics support, attendance support, and so information is all in one place for folks who reach out to the HR-OD Inbox with questions about how to join. If you prefer to use your own Zoom or your department's Zoom account, please coordinate with HR-OD to ensure meetings are set up properly!*

We know that details may change, so just email us at [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com) with a heads-up.

## Learning Partners Commitments



### Instructor Expectations

To the best of their ability, LPs will be expected to...

- Respond within 48 hours to emails and communicate *at least* 24 hours in advance if unable to meet a deadline
- Communicate any support needed from the HR-OD Team
- You can expect several communications from HR-OD checking in about registration numbers, marketing needs, access needs of learners, and general logistics as your course date approaches.
- Commit to delivering an inclusive and innovative learning experience that helps all City of Madison employees thrive.
- Focus on the learner, create and protect an inclusive learning space, and deliver with confidence.
- Proactively ask for feedback from learners and apply continuous improvement efforts suggested in that feedback to content.
- Best practice is to allow 3-5 minutes at the end of your course to ask your learners to share their feedback on how the session went via the City of Madison Course Evaluation Form.
- Become familiar with and follow the [HR-OD Cancellation Policies](#). If you need to cancel or reschedule for any reason, reach out to [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com) ASAP.



### Our Commitment to Inclusive Learning Spaces & Racial Equity

At the City of Madison, we acknowledge the historical role government has played in creating racial disparities and we believe we can play a role in removing barriers by addressing racial disparities in our policies, procedures, and norms. We value racial equity and accept our role as individuals to create a more inclusive workplace.

- [Gender-Inclusive Language for Facilitators](#)
- [Tips to Make Virtual Training Engaging \(Tip Sheet\)](#)



### Communication

Communication is key! If you have questions, concerns, or need assistance at any point in the course creation or building process, or just want to learn more about becoming a Learning Partner, don't hesitate to reach out to us. All communications should go to the [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com) inbox.

You can expect several standard communications from HR-OD once your course is scheduled and live for registration. These communications serve as check-ins around registration numbers, marketing needs, access needs of learners, and general logistics as your course date approaches.



### Marketing

Every LP course is marketed from HR-OD in the form of weekly e-Blasts to All Email Users. Included on the [Learning Partners Program webpage](#) are ideas for how to market for your course in addition to those weekly emails.

- Course Highlight Emails:** If registration numbers are lower than expected, LPs might be encouraged to send out Course Highlight Emails created by the HR-OD Coordinator from your respective individual and/or department email addresses. *Specifically, if registration numbers are lower than expected.*



Check out the [Learning Partners Program webpage](#) for course page and course material examples, slide deck and learner workbook templates, and other fantastic resources to help make your course materials the best they can be!



## Course Planning feels better with support.

Let the Organizational Development team help you design, deliver, and evaluate the best course for your audience. Get in touch with us at [OrganizationalDevelopment@cityofmadison.com](mailto:OrganizationalDevelopment@cityofmadison.com).