NHI Instructor Update

April 2008
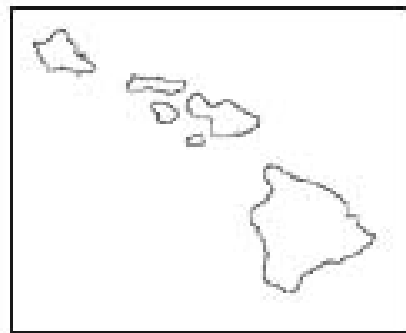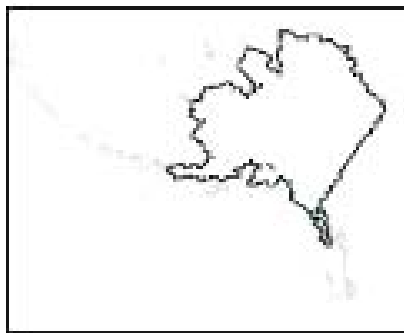
Meet and Greet

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- Instructions
- Introductions

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Background

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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

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- What if changes are needed to the course you're teaching - clarification
- Tax Exempt Form
- New Participant Registration Form

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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

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- 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

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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

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- Old Participation Forms
- Didn't take test
- Fail

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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

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Multiple Enrollment Feature on the Web Site

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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.

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Course Cancellation Policy

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- 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

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- Based upon customer feedback, we're publishing the new catalog early
- Goal is to have the 2009 Catalog ready by the end of June
- Two copies will be included in the administrative packets

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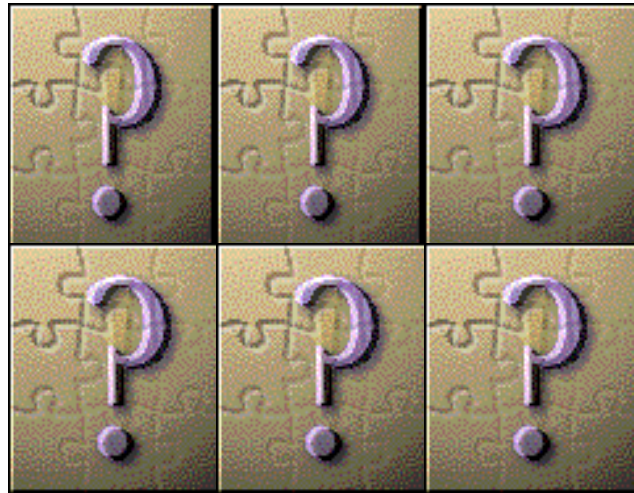Federal Highway Administration

- 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?

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Questions?

Next NHI Instructor Web Conferences

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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

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