NHI Instructor Update

September 2007

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- Instructions
- Introductions

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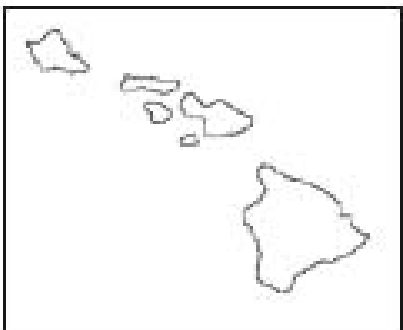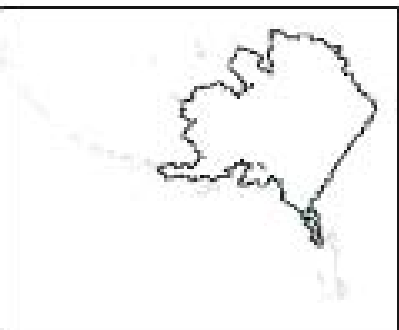
Thanks for participating in the June call.
We covered items such as...

- NHI Instructors of Excellence for 2007
- Instructor Development Courses (IDC) offered
- Requests for Instructor Observation
- What to do if changes are needed to the course you're teaching
- Participant Registration Forms are not an option
- NHI Transcripts & Certificates of Attendance

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- Status of your suggestions
- NHI Instructors of Excellence for 2007
- Additional Instructor Development Courses (IDC)
- What if changes are needed to the course you're teaching - clarification

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- 2008 NHI Catalog
- Travel/Per diem for Contract Instructors
- Career development opportunities
- Share your technical expertise with others
- Who provides accommodations to participants with disabilities?
- When are sessions REALLY scheduled?

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- Difficult participant or class
- Develop a Community of Practice for Instructors
- Clarification and space for feedback on the session evaluation form
- Update participant registration form
- Develop clear, concise policy for using supplemental materials in NHI Trainings

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- The Circle of Learning provides some tips as well as our IDC.

  TIPS:

  o   Add rules on class behavior to your Ground Rules.

  o   Move among the participants

  o   Make eye contact with each participant around the room

  o   Use interactivity to move the participants away from friends

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- Course Evaluation:

  Question 11 and 12 will be reworded to provide more useful feedback. i.e.

  If class was too long, which section(s)/module(s) could be left out?

- Participant Registration Form:

  Use circles instead of squares in the areas from Employment Type to From which source(s) did you hear about this course?

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- Award categories
  - FHWA Instructors
  - Contract Instructors
  - Team Administrative Award
- Award criteria – Will add the criteria to notes going out based upon this Web conference
- Award timeframe
  - January 2007 through December 2007
- Awards announced in February

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Administrative Material Missing

- Instructors must call NHI Materials Manager immediately (703) 235-0552.

- Material will be overnight mailed

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FY 2008

- o FHWA/NHI   10/16-19/2007
  Arlington, VA   3.5 Day - $600
- o FHWA/NHI   10/22-26/2007
  Atlanta, GA   4.5 Day - $750
- o FHWA/NHI   10/29-11/2/2007
  Lakewood, CO 4.5 Day - $750
- o FHWA/NHI   11/5-9/2007
  Albany, NY   4.5 Day - $750*

*Not on Web site yet.

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- If you, the Instructor, add your own material, you must make sure that participants know that the material is furnished by you to enhance or provide a personal example, of a point being made in the course and it is **NOT** a part of the NHI material.

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- Typos may be changed on slides and verbally presented to participants
- Present current/correct information and methods to Project Manager/Program Manager/TPM
- Group will verify the needed changes
- Either the Project Manager/Program Manager/TPM will get back to you
- All of the Instructors for course need to deliver same message

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- 2008 NHI Course Catalog
    - Will be out 10/1/2007
    - Each Instructor will receive a copy by mail
    - Will be included with the Administrative Package sent with course material

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Contract Instructor Costs

- Same Travel and Per Diem Rules
- Rental Car vs Hotel Near Training Site

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- Looking for Instructors
- User Acceptance Testing
- POD Casting Technical Testing

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- Instructors share Course Information
    - Conferences
    - Technical Shows
    - Annual Meetings

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- Participant's employer is responsible for providing interpreters or readers.
- NHI is responsible for providing 508 compliant course materials
- Instructors are to work with those with disabilities to achieve maximum benefit from the training

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When is Sessions REALLY Scheduled?

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- Host must submit a form 1530 to the NHI Scheduler

- Program Manager must approve the Instructor and Dates

- NHI Scheduler officially puts it on NHI Web site

- Report Center ships Course and Administrative Material to Host

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Questions?

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Next Quarter
- December 6, 2007
- December 13, 2007
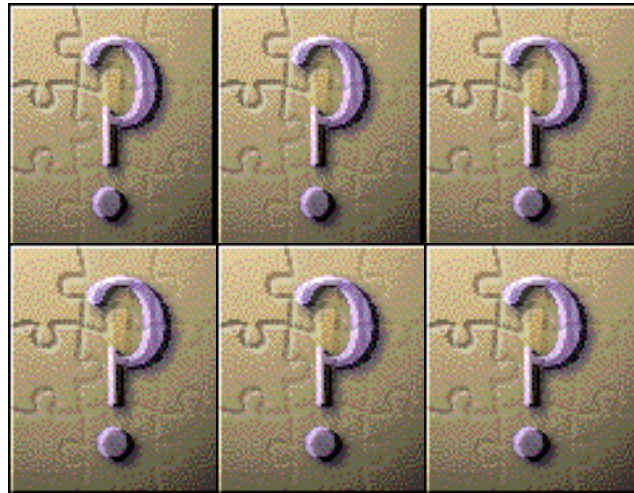
If you would like to recommend a topic for our next Instructor Web Conference, please send an e-mail to Carolyn.Eberhard@dot.gov or type your suggestion in the Chat Pod.

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

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