The National Highway Institute (NHI) has created the *Web Conference Training Developer Toolkit* as a resource for those responsible for developing IACET-compliant WCT courseware. The toolkit consists of the following:

Title of Toolkit Item	Purpose of Toolkit Item	For Use By
Tutorial: Web Conferencing 101 – An Overview	A short online tutorial that explains Web conferencing and its possible uses	Web Conference Host, presenter
Schedule a Web Conference	Provides a place to schedule a web conference	Web Conference Host, Presenter
NHI WCT Standards and Style Guide	Provides NHI requirements for design and development of WCT	Project Team
NHI WCT PowerPoint Template	Provides PowerPoint layout, color scheme and font standards for WCT	Instructional Systems Designer and Subject Matter Expert
NHI WCT Facilitator's Guide Template	Provides MS Word template for creation of Facilitator's Guide	Instructional Systems Designer
NHI WCT Participant's Guide Sample	Illustrates the formatting and contents of a Participant's Guide	Instructional Systems Designer
Tutorial: How to Use FHWA's Web Conferencing System	Provides targeted training (short modules) on how to use the layouts and pods in FHWA's Web conferencing tool	Instructional Systems Designer
Accessibility: Section 508	Provides guidance on compliance with the American Disabilities Act, Section 508	Instructional Systems Designer
Microsoft Project Template for WCT	Delineates tasks in Microsoft Project for NHI WCT development	Project Manager
Status Report Template	Provides format for reporting weekly progress	Project Manager
Web Conferencing Resource Center	Provides additional resources on the Breeze Meeting tool	Instructional Systems Designer
WCT Developer Community of Practice	Acts as an online gathering place for designers of	Instructional Systems Designer

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	NHI WCT	
Related Links	Provides additional resources on the design, development and delivery of asynchronous online learning	Instructional Systems Designer