



U.S. Department of Transportation
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INSTRUCTOR NEWSLETTER

Improving the Performance of the Transportation Industry Through Training |

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National Highway Institute (NHI) Pilots Instructor Development Course (IDC) for Web Conference Training (WCT)

This fall, the National Highway Institute completed the development and pilot of a new delivery method for instructors, the IDC for WCT. The course is a blended training developed by NHI's instructional systems design team to fulfill the need for more flexibility in the delivery of instructor training. The course uses NHI's Web conferencing software to provide both new and experienced instructors the knowledge and skills to deliver more effective online training.

The format combines live, WCT sessions with self-paced Web-based Training (WBT). The first WCT introduces participants to the course with a primer and overview of the course layout. Afterward, learners view a WBT to acquaint themselves with NHI's Web conferencing software on their own time. In later lessons, participants are assigned a "teach back" room. Learners are asked to keep key practices taught throughout the course in mind as they set up the online training room.

At the end of the course, participants deliver a short training session in their assigned teach back room, where job-related content is delivered and remaining time is allotted for exercises, review, and questions. Participants are expected to use available tools to deliver an engaging session.



Six NHI instructors currently teaching Instructor-led Training (ILT) courses participated in the pilot, all of which successfully completed the course. Comments from pilot evaluations included:

“It was a great course and I learned a lot that will be very useful in my work.”

“I look forward to delivering Web courses in the future... The course shows that it is very possible to develop interactive, attention-grabbing learning experiences online.”

Those interested in attending a future session of the IDC for WCT course are encouraged to mark their calendars for **February 2016**, when new sessions will be added to the [NHI course catalog](#).

Locating the End of Course Exam

End of course exam/assessment can be found in the back of the Instructor Guide (IG). These exams should not be sent out ahead of the course. Instructors are reminded to make enough copies of the test for all participants and ensure they are collected at the end of the exam to protect the integrity of the exam.

New Instructor Development Course Dates Announced

Both new and experienced instructors can benefit from the knowledge and skills developed in this multi-day Instructor-led Training. This course is intended for instructors who will be delivering interactive training to adult learners and will prepare participants with essential adult learning principles. [Sign up today](#) for one of the following sessions:

[FHWA-NHI-420018](#) (3.5 day)

Lakewood, CO: February 2 - 5, 2016
Arlington, VA: February 23 - 26, 2016
Frankfort, KY: March 1 - 4, 2016
Vancouver, WA: March 22 - 25
Matteson, IL: April 2016 (Date TBD)
Baltimore, MD: May 2016 (Date TBD)

[FHWA-NHI-420018A](#) (4.5 day)

Baton Rouge, LA: April 2016 (Date TBD)
Arlington, VA: June 2016 (Date TBD)

Anyone interested in [hosting](#) an IDC course can [contact Carolyn Eberhard](#) at (703) 235-0952.




A Master Trainer observes an instructor for certification teaching a Value Engineering Course in Carson City, Nevada.


NHI Welcomes New Certified Instructors

Congratulations to the following instructors for receiving their certification during the fourth quarter of fiscal year 2015. These instructors have successfully completed NHI's [Instructor Development Course](#), which is one of the first steps in becoming an NHI Certified Instructor.

Scott Anderson, FHWA Resource Center, Lakewood, CO
Keith Borkenhagen, AMEC Environment and Infrastructure, Inc.
Chip Conrad, Collins Engineers, Inc.
Michael Cynecki, Lee Engineering
Brian Dietrich, Infrastructure Engineers, Inc.
Brian Dilworth, Collins Engineers, Inc.
Michael Dukes, Infrastructure Engineers, Inc.
James McCarthy, FHWA Division Office, St. Paul, MN
Dale Morris, Trauner Consulting Services, Inc.



Michael Praul, FHWA Division Office, Augusta, ME
Bastian Schroeder, North Carolina State University



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