# A picture containing object  Description automatically generated**SWE CEU LEARNING PROPOSAL**

Please email this completed form to learning@swe.org for review and approval. This form is only required if you plan to provide Continuing Education Units (CEUs) for your session.

Date Submitted: Click or tap here to enter text.

## SECTION 1: SPEAKER INFORMATION

|  |
| --- |
| Speaker Name, Credentials, Title:Click or tap here to enter text. |
| Organization:Click or tap here to enter text. |
| Short speaker bio (less than 150 words):Click or tap here to enter text. |
| Website Link:Click or tap here to enter text. | Two date & time options:Click or tap here to enter text.Click or tap here to enter text. |
| Mobile #**:** Click or tap here to enter text. | Speaker cost: Click or tap here to enter text. |

## SECTION 2: PROPOSED TITLE, DESCRIPTION, AND LEARNING OUTCOMES

|  |
| --- |
| **TITLE:** Titles should capture interest and illustrate the benefit of attending.Click or tap here to enter text. |
| **DESCRIPTION OF THE LEARNING NEED:** A brief description of the eventClick or tap here to enter text. |
| **LEARNING OUTCOMES:** Identify what participants will be able to do as a result of participating. Use verbs to write the outcomes by completing this sentence: After participating, participants should be able to … |
| Learning Outcome (1): | Click or tap here to enter text. |
| Learning Outcome (2): | Click or tap here to enter text. |
| Learning Outcome (3): | Click or tap here to enter text. |

## SECTION 3: LEVEL OF EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Foundational (0-2 years of experience)  | [ ]  Intermediate (3-9 years of experience)  | [ ]  Advanced (10-20 years of experience)  | [ ]  Expert (20+ years of experience) |

## SECTION 4: NEEDS ASSESSMENT Why is this topic needed?

Click or tap here to enter text.

## SECTION 5: TEACHING STRATEGIES Explain what teaching strategies you will use to achieve the learning outcomes.

Click or tap here to enter text.

## **SECTION 6: DESIGN & CONTENT OUTLINE** Describe the content to be addressed as well as when and how it meets the learning outcomes.

Click or tap here to enter text.

## SECTION 7: LENGTH OF TIME TO ACHIEVE THE LEARNING OUTCOMES

|  |  |  |
| --- | --- | --- |
| [ ]  30 minutes | [ ]  45 minutes | [ ] 60 minutes |

## **SECTION 8: CONTENT DELIVERY METHODS OPTIONS** Select your preferred content delivery method keeping in mind SWE’s multigenerational membership and learning styles.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Self-directed eLearning | [ ]  Webcast | [ ]  Live event | [ ]  Case Study | [ ]  Other:Click or tap here to enter text. |

## **SECTION 9: MICRO-LEARNING TO SUPPORT ACHIEVEMENT OF LEARNING** **OUTCOMES**

Select at least one micro-learning option that you will provide in addition to the content.

|  |  |
| --- | --- |
| [ ]  Pre/post evaluation questions (5-10) | [ ]  Quick tip video (SWE will handle the logistics) |
| [ ]  Pre/post discussion questions (5-10) | [ ]  Quick reference guide (not a copy of your presentation)  |
| [ ]  Engage with participants in a social forum  | [ ]  Podcast (SWE will handle the logistics) |
| [ ]  Other: Click or tap here to enter text. | [ ]  Presentation aid (YouTube video) |

## **SECTION 10: PRE- LEARNING QUESTIONS** Provide 2-3 pre-event learning questions that will encourage attendees to start thinking about your content.

1. Click or tap here to enter text.
2. Click or tap here to enter text.
3. Click or tap here to enter text.

## SECTION 11: SWE TRACK (CONTENT CATEGORY)

|  |  |  |
| --- | --- | --- |
| [ ]  Advocacy & Outreach  | [ ]  Career Management & Development | [ ]  Inclusion & Cultural Awareness |
| [ ]  Technical Innovations | [ ]  Self-Management & Development | [ ]  Strategic Leadership |

## **SECTION 12: SPECIALIZED AREA OF FOCUS** Select the area of focus if your content applies to a specific audience or area of expertise.

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Entrepreneurship | [ ]  Organizational Development | [ ]  Small Business | [ ]  STEM Reentry |
| [ ]  SWE Leadership | [ ]  Women in Academia | [ ]  Women in Government | [ ] N/A |

## **SECTION 13: EVALUATION** Describe the techniques you will use to evaluate the effectiveness of the event in terms of individual learning achievement and satisfaction

Click or tap here to enter text.

## **SECTION 14: PROPRIETARY INTERESTS** List any proprietary interest in any product, device, service, or material to be discussed during the learning event, including the source of third-party compensation related to the event.

*Please note that SWE nor any professional speaker hired by SWE has proprietary interest in any product, service, or material discussed during the learning event. Individuals who participate in events have the right to know of the proprietary interests a speaker may have in a product or service mentioned. SWE is required to disclose each speakers’ proprietary interest in any product, instrument, device, service, or material discussed in the event, or program, as well as the source of any compensation related to the presentation.*

Click or tap here to enter text.

**Recommendations for Speaker** – please note this section will be completed after SWE reviews the proposal.

# **SWE HQ STAFF REVIEW: Pre-Event Evaluation 1**

Notes from SWE L&D staff content review. (Points to consider: Is the topic relevant and appropriate for previously identified learning needs? Is the speaker a qualified subject matter expert? Is the cost appropriate?)

Click or tap here to enter text.

# **SWE HQ STAFF REVIEW: Pre-Event Evaluation 2**

SWE contact name for this project: Click or tap here to enter text.

1. Do the speaker’s credentials indicate subject matter expertise on the proposed topic? [ ] Y [ ] N
2. Is the description concise and does it illustrate the benefits of attending? [ ] Y [ ] N
3. Is the content need described accurate and relevant to SWE’s membership? [ ] Y [ ] N
4. Are the instructional methods described appropriate to achieve learning outcome (1)? [ ] Y [ ] N
5. Are the instructional methods described appropriate to achieve learning outcome (2)? [ ] Y [ ] N
6. Are the instructional methods described appropriate to achieve learning outcome (3)? [ ] Y [ ] N
7. Are the instructional methods appropriate to SWE’s multigenerational members and learning styles? [ ] Y [ ] N
8. Is the length of time appropriate to achieve the stated learning outcomes? [ ] Y [ ] N Proposed Time: Click or tap here to enter text.
9. Is the right track selected? If not, what track should be used? [ ] Y [ ] N

|  |  |  |
| --- | --- | --- |
| [ ]  Advocacy & Outreach[ ]  Self-Management & Development | [ ]  Career Management & Development[ ]  Strategic Leadership | [ ]  Inclusion & Cultural Awareness[ ]  Technical Innovations |

1. Is the specialized area of focus appropriate for the suggested content? [ ] Y [ ] N

|  |  |  |
| --- | --- | --- |
| [ ]  Entrepreneurship[ ]  Organizational Development | [ ]  Small Business[ ]  STEM Reentry[ ]  Women in Academia | [ ]  SWE Leadership[ ]  Women in Government |

1. What method(s) of assessment and evaluation are being utilized for this learning?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  Survey | [ ]  Quiz | [ ]  Short Essay | [ ]  Polls | [ ]  Exit Slip | [ ]  Online group collaborations |
| [ ]  Other: Click or tap here to enter text. |

1. What equipment and materials are needed for this learning?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Advance Learning Center | [ ]  GoTo Webinar | [ ]  Webcam | [ ]  Microphone | [ ]  Computer & Wi-Fi |
| [ ]  Event Space | [ ]  Screen & Projector | [ ]  Podium | [ ]  Speakers | [ ]  Flipchart |
| [ ]  Other – Click or tap here to enter text. |

**CEU CALCULATION**

|  |  |  |
| --- | --- | --- |
| **Instruction time** |  | **Minutes** |
| **Homework** |  | **Minutes** |
| **Evaluation** |  | **Minutes** |
| **Other** |  | **Minutes** |
| Total Minutes for Instruction |  | **Minutes** |
| **Breaks** |  | **Minutes** |
| **Meals** |  | **Minutes** |
| **Introductions/Meet and greets** |  | **Minutes** |
| **Other** |  | **Minutes** |
| Total Minutes Not Included as Instruction |  | **Minutes** |
| **Section B total subtracted by Section A** |  | **Minutes** |
| 1. Divided by 60
 |  | **Hours** |
| 1. Divided by 10
 |  | **Hours** |
| **CEUs Awarded** (10 contact hrs. = 1 CEU) |  |  |
| \*\*Write CEUs in tenths. For the fraction of the last few minutes, if less than .5 an hour round down) \*\* |

**MARKETING**

1. Recommendations for speaker(s) regarding content and/or learning method:

 Click or tap here to enter text.

1. Identify the final date of the event and share it with the marketing team. Click or tap to enter a date.
2. Marketing methods:
[ ]  email [ ]  social media [ ]  blog [ ]  other
3. Recommended SWE learning related to this topic (e.g. related SWE webinar, All Together content):
	* Click or tap here to enter text.
	* Click or tap here to enter text.
4. What ALC categories does this topic belong?
	* Click or tap here to enter text.
	* Click or tap here to enter text.

**DESIGN DOCUMENT**

|  |
| --- |
| **Lesson Name:**  |
| Total time allotted: |
| **Learning Outcomes** | **Time Allotted** | **Content Description/ Purpose** | **Instructional Materials** | **Learning Method & Style** | **Assessment Method; Performance Criteria** | **Comments** |
| Example: Demonstrate how to complete a design document | 10 Minutes | To brainstorm agroup definition ofbusiness etiquette1 | Course manualpp. 5 - 6; whiteboard or flipchart to record | * Group Discussion
* Auditory
* Visual
 | Quiz at end ofcoursePassing score is70% | No pre-work isrequired |
| LO (1) |  |  |  |  |  |  |
| LO (2) |  |  |  |  |  |  |
| LO (3)  |  |  |  |  |  |  |

# **SWE HQ STAFF REVIEW: Pre-Event Evaluation 3 (Director of Learning)**

1. Is the event approved to offer CEUs? [ ] Y [ ] N
2. Is the intended delivery method and time appropriate for multigenerational learners? [ ] Y [ ] N
3. What ALC categories does this topic belong?
* Click or tap here to enter text.
* Click or tap here to enter text.
1. What leadership competency, if any, does this content apply to?

[ ]  Business Acumen

[ ]  Coaching, Mentoring, Sponsorship

[ ]  Communication

[ ]  Leadership Abilities

[ ]  Self-Management

[ ]  Self-Management

# **SWE HQ STAFF REVIEW: Post-Event Evaluation**

1. What evaluation method(s) were used?
2. Summary of assessment and evaluation results for (1) achievement of learning outcomes, (2) overall satisfaction, (3) impact, and Is the intended delivery method and time appropriate for multigenerational learners?
3. Were there any attendees who were not able to achieve the stated learning outcomes? [ ] Y [ ] N

If yes, what was done to assist with achieving the learning outcomes?

1. Do you recommend this speaker?