# **SWE LEARNING PROPOSAL**

**Instructions**: If you are interested is presenting content at SWE, please complete this learning proposal and submit it to [learning@swe.org](mailto:learning@swe.org). SWE will notify you if the proposal has been accepted. Please note: Since SWE HQ is hosting the event, the [SWE branded PPT](https://swe.org/wp-content/uploads/2019/05/NEW_SWE_PowerPoint_Template_11_04_15.pptx) must be used in addition to following the [SWE brand guidelines](https://swe.org/wp-content/uploads/2022/03/21-SWE-041-ADA-Brand-Guidelines-Updates_3_9_22_CP.pdf).

This form must be submitted for review at least 45 days prior to the proposed web event to coordinate content revisions, open registration, and provide at least 30 days to market the content. If you are interested in developing an eLearning course, please submit the proposal six months in advance so SWE can scope and prepare the work.

**\* SWE event attendance policy**: Live events must have at least 35 registrations two days prior to the event date. If the registration goal is not met, speakers can record the event outside of the Advance Learning Center and release it as an on-demand webinar.

|  |  |
| --- | --- |
| **Date Submitted:**  Click or tap here to enter text. | **Proposed Date of Event:**  Click or tap here to enter text. |

SECTION 1

|  |  |
| --- | --- |
| **TITLE:** Titles should capture interest and illustrate the benefit of attending.  Click or tap here to enter text. | |
| **DESCRIPTION:** Include a brief description of the (1) problem and (2) the proposed) solution.  Click or tap here to enter text. | |
| **LEARNING SOLUTIONS:** Identify what participants will be able to do because of participating. Use verbs to write the solutions/learning outcomes by completing this sentence: This content/course will enable learners 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 2

Speaker Name, Credentials, Title: Click or tap here to enter text.

Pronouns: 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.

Mobile #: Click or tap here to enter text.

How many people do you expect to attend this event? Click or tap here to enter text.

SECTION 3

|  |  |  |  |
| --- | --- | --- | --- |
| 20 minutes | 30 minutes | 45 minutes | 60 minutes |

SWE HEADQUARTERS STAFF REVIEW

This section will be completed by SWE’s Content & Programs staff and returned to the submitter if the proposal is accepted.

**Pre-Event Evaluation 1**

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

**Review Questions:**

1. Does this content already exist within the Advance Learning Center? Y N
2. Does this content meet a specific SWE learning need? Y N
3. Do the speaker’s credentials indicate subject matter expertise on the proposed topic? Y N
4. Is the description concise while illustrating a relevant problem and solution? Y N
5. Is the length of time appropriate to achieve the stated learning outcomes? Y N
6. What is the best track for this content?

|  |  |  |
| --- | --- | --- |
| Advocacy & Outreach  Self-Management & Development | Career Management & Development  Strategic Leadership | Diversity, Equity & Belonging  Technical Innovations |

1. What ALC Learning Path does this topic belong? Click or tap here to enter text.
2. Is this content only relevant only to a specialized area of focus? Y N

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

1. What level of experience does this content apply to?

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

1. What leadership competency, if any, does this content apply to?

Business Acumen  Coaching, Mentoring, Sponsorship  Communication  Diversity and Inclusion  Leadership Abilities  Self-Management

**Recommendations for Speaker** –

**SWE HQ STAFF REVIEW 2**

1. What ALC categories does this topic belong? Click or tap here to enter text.
2. How often should this content be reviewed? Click or tap here to enter text.