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

Please email this completed form to learning@swe.org for review and approval.

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: TEACHING STRATEGIES & CONTENT DELIVERY

What teaching strategies are most appropriate for achieving these learning outcomes, and what delivery options will support the selected strategies?

|  |  |
| --- | --- |
| TEACHING STRATEGY | CONTENT DELIVERY OPTION |
| E.g. Lecture | Web session with PowerPoint slides |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

## SECTION 4: 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 5: LENGTH OF TIME TO ACHIEVE THE LEARNING OUTCOMES

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] 20 minutes | [ ]  30 minutes | [ ]  45 minutes | [ ] 60 minutes |

## SECTION 6: SWE TRACK (CONTENT CATEGORY)

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

## **SECTION 7: 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 |

**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 length of time appropriate to achieve the stated learning outcomes? [ ] Y [ ] N Proposed Time: Click or tap here to enter text.
4. 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. |

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

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

1. Is the intended delivery method and time appropriate for multigenerational learners? [ ] Y [ ] N
2. 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