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

Please email this completed form to [learning@swe.org](mailto: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 event  Click 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