

# **Making the Most of Your Time:** *a 2.5 Hour training*

**October Dose of Dashboard**

By Carol Hogue, Tracy Leonard, and Natalia Roubicek

## *KEY POINTS*

- View the NEW SOC through fresh eyes.
- Embrace the curriculum.
  - Don't try to force it into the SOC 2.0 mold. It's different.
  - Allow the question prompts and scenarios to guide the discussion.

# Back to the Basics

- We are facilitators **NOT** teachers
- We commit to facilitate SOC with **integrity & fidelity**
  - What does this mean to you?
  - What does this look like from the D2L perspective?
  - Why is it important?





# Leading with Integrity

- Follow the Facilitator Guide & Script
- Don't add anything
  - ex. tech tools, extra questions...
- Don't leave anything out
- Complete the training.



# Managing the training (TIME)

- You have the gift of 55 minutes of discussion.
- Bank your time in the beginning of the training. You don't have to use the full ten minutes if you've made the point that should be made for a question.
- Always use the scenarios. They are your friend.



## Additional Tips

- Pass the sign in sheet around if you have a long line OR have multiple sign in sheets.
- If administering a pretest, have participants complete it while you wait for others to arrive.
- Be close to your computer to start the videos & start them while talking.
- Know which scenarios you are using AHEAD of the training.
- Talk less, affirm more
- Closing can be 5 – 10 minutes. Refer to page 29 in workbook to write down actions if you don't have time to "hear" actions.

# Providing Certificates

2 Options:

1: Print and have ready to pass out at the training

2. Email:

one to one

Organization email



# MEET OUR TEAM



**RHONDA NEWTON**

CEO



**LINDSEY HOUSTON**

SENIOR DIRECTOR OF  
OPERATIONS AND CLIENT  
SERVICES



**SARAH EADON**

OPERATIONS AND CLIENT  
SERVICES MANAGER



**ADAM STAIRS**

SENIOR INSTRUCTIONAL  
DESIGNER



**ANDREA DEBELL**

SPECIAL PROJECTS  
MANAGER



**JESSIE WATFORD**

DIGITAL MARKETING AND  
COMMUNICATIONS  
DIRECTOR



**CAROL HOGUE**

LEAD INSTRUCTOR



**TRACY LEONARD**

DIRECTOR OF  
PROGRAMMING AND  
PARTNERSHIPS



**NATALIA ROUBICEK**

PROGRAMMING AND  
PARTNERSHIPS MANAGER