

Design Document - VILT

<i>Business Purpose</i>	To provide updated information on the basics of energy to new and seasoned employees in the industry.
<i>Target Audience</i>	People that are new to the electric industry or assist those that need more information that have been in the industry and are considered experts.
<i>Training Time</i>	
<i>Training Recommendation</i>	This training will be done virtually through a Zoom meeting and then will be followed by 5 Camtasia videos where the questions are broken down further. The videos will be used for those that need a bit more understanding of the topic or for those who could not attend the virtual instructor-led training.
<i>Deliverables</i>	Zoom virtual meeting, handouts to be downloaded, PowerPoint presentation, and Camtasia Videos
<i>Learning Objectives</i>	1. Identify what makes electricity unique. 2. Recognize who provides oversight to protect the electric system. 3. Interpret how energy is produced, transported, and consumed. 4. Examine how we ensure there are sufficient clean energy resources available.
<i>Training Outline</i>	PowerPoint contents: 1. Ground Rules / Housekeeping 2. Introductions 3. Learning Objectives 4. Content 5. Activities / Discussions 6. Knowledge Checks 7. Summary 8. Assessment (if needed; typically informal/not graded - role play activity, create a work product, etc. depending on the training) 9. Evaluation (if needed; typically user survey - Kirkpatrick level 1)
<i>Assessment Plan</i>	Each group of 3-4 participants will be placed in a breakout room where they will create a quick team Google Doc or MS Word Doc in which each person's name will be typed in with one thing they learned and it must be different from the rest of their group. Each group will then choose one person to share their screen at the end to the whole training class.