

OHIO CHILD WELFARE TRAINING PROGRAM

Learning Outline and Review Form – User Training Module

To get the full benefit of this training module **RIGHT CLICK** the link below and select “Open link in new tab” for a sample of a completed *Learning Outline and Review Form*. [Learning Outline and Review Form-Sample.pdf](#)

Filling out the form

The first thing to notice about the form is that some sections are highlighted in green and some are in gray. The green sections will be filled out by the trainer and the gray ones will be filled out by the outline reviewer. In this training module we will only address the green sections of the form.

A. **Complete this Section for Entry into E-Track:**

1. **Facilitator Name** – Type your name (Facilitator is the term E-Track uses to identify Trainers, Coaches, and Facilitators)
2. **Date** – Enter the date you complete the outline.
3. **Learning Title** – Type the title of your workshop. Please remember your title must clearly reflect the topic of your learning activity.
4. **Trainer Content Expertise** – Type the knowledge and/or work experience that gives you the expertise to train the content. This is not simply your biography. For a description of the criteria we consider, please link to : [Criteria for Determining Trainer/Coach/Facilitator Expertise](#)
5. **Learning Description** - A succinct description of the content of your learning activity. It tells participants what to expect in the workshop and what role they will play in the learning. For example: Do they need to complete a pre-workshop assignment or reading? Do they need to bring case examples?
6. **Competencies:** This box is split into four categories, Caseworker, Supervisor, Caregiver, and Trainer Competencies. Link to the competencies list for your specific audience to find the competency numbers that reflect your learning activity. (Remember: The competencies covered in your learning activity should be determined between you and OCWTP staff before you create the outline.) Move your mouse to the section you wish to open and right click the mouse. From the menu select open hyperlink to view the list you have selected.
7. **Classification List** - This list is used to help end users locate workshops according to content topic. Link to the list located for the particular audience of your learning activity and select *Topics* and *Sub-Topics* that specifically describe the focus of your learning activity.

The following section of the form is grayed and OCWTP Staff will be responsible for filling it out. Move down the section titled *Workshop Outline*. The workshop outline is the most important section of this form. The OCWTP uses it to ensure the continued quality of workshops trained in the system and facilitates the CEU approval process. Below are the required components of an outline submitted for review and approval by the OCWTP.

B. Workshop Outline

1. **Relevance to Child Welfare** – In this section you describe how you make this learning activity relevant to the work of your audience (caseworkers, supervisors, caregivers). For example, the workshop sample is about culture and diversity issues which are a topic that can be very general. The trainer focuses on the impact of diversity on parenting in particular foster parenting and emphasizes the role of the caseworker in helping foster parents develop skills that will ensure effective child discipline in their home.
2. **Transfer of Learning Strategies** – Unless you are developing a GAP Session, you are required to have a plan for activities that will provide participants the opportunity for transfer of learning.
3. **Diversity Issues Addressed** – The OCWTP requires that all learning activities (except GAP Sessions) have a plan for how diversity issues related to the specific topic will be addressed. GAP Sessions address diversity issues as they arise during a session.
4. **Learning Objectives** – Behavioral statements of the main points participants will learn during the learning activity. In other words, what participants will be expected to know or do after the learning activity.
5. **Reference List** – Workshops are required to be evidence informed. The Reference List is the citation of sources used to develop the learning activity. Primary sources should be by experts in the field and articles in professional journals but all sources used should be cited.
6. **Agenda with Content Description** - This is the “meat” of your outline. This section is divided as if you were completing an outline. The content description should give a synopsis of what you will present. It should be short and concise but with enough information so that the reviewer has an understanding of the content you will present. Please define key terms and avoid acronyms and abbreviations. In the box below the Content Description you will list the competency(ies) addressed in that section. You should only select competencies for your outlines that you directly focus on in your workshop.
7. **Methodology Used** – For each section of Content Description, you list the methodology(s) you will use.
8. **Total Time** – For each section of the Content Description, you will list your projected time frame. After you have completed each section of a 6 hour outline you should total 5hours and 30 minutes of content time and 2, 15 minute breaks. A 3 hour outline should have 2 hours and 45 minutes of workshop content time, and 1, 15 minute break, for a 3 hour learning activity.

Follow the same pattern described above for each section of your outline.

This concludes the training modules for the *Learning Outline and Review Form*. If you need further assistance with the form please contact an RTC or IHS staff person. Thank you for your time!

Link to a blank *Learning Outline and Review Form*: [Learning Outline and Review Form.docx](#)