Typically, an OCWTP representative will meet with you and provide a brief overview of the workshop approval process and copies of the Content Outline Checklist (Trainer Version) and Sample Outline.   They will explain how to use the Universe of Competencies and the Classification Table. The Universe of Competencies drives the selection of content and activities. The Classification Table is one way trainees can find relevant workshops as they search within E-Track.

If this is the first time you will be training in the content area (i.e. trauma), the OCWTP representative will first determine if you have the expertise to train in the content area. You can do a self-assessment using the Trainer Expertise Continuum.

After this initial discussion, and it's determined you have the expertise, you should take some time to develop a workshop outline that contains all of the elements described in the Content Outline Checklist. You do not need to complete the checklist, only use it as a guide. The format/visual look of the outline is not important; the goal is to explain how you are addressing each of the required elements in the workshop.

When your outline is complete, you will submit it to the OCWTP representative for review. The representative will review the workshop content by looking for the required elements within the outline and completing the Checklist. They will likely need to have a conversation with you to clarify information before they make their final determination. If needed, they may develop a plan with you for addressing any requirements on the checklist that have not been met.

The OCWTP representative will submit the completed Content Outline Checklist and content outline to Beth Ann Rodriguez or Kelley Gruber. The information will be reviewed and entered into E-Track. Content Outlines and other workshop-related documents will be stored in the trainer's electronic file.

When developing a workshop, the Universe of Competencies should be selected first, as this will help "set the stage" for the level of learning and the learning objectives.   It is highly recommended you attend the *TOT: Curriculum Development* before beginning workshop development to learn about selection of competencies and other steps in the development process.