



CIASTD University Overview

Purpose

This program provides support to two types of Workplace Learning Professionals (WLP):

1. WLPs seeking to develop their knowledge and skills in one or more of the ASTD Competencies
2. WLPs preparing for the CPLP certification process

WLP Benefits

- Series of seven sessions that cover topics most relevant to our industry
- Special award for participation in the series
- Opportunity to network and share ideas and experiences with other Workplace Learning Professionals

CPLP Related:

- Information to help determine if the CPLP is right for you
- Direction and support in developing an individual plan to prepare for CPLP certification
- Support in articulating the benefits of the CPLP designation to your employer and peers

Participation Cost

Series Pricing	Audience	Session Pricing	Audience
\$249	Best Value: CIASTD chapter members	\$75	CIASTD chapter members – Single Session
\$349	Non-members	\$95	Non-members – Single Session
\$399	Organizational Seat	\$125	CIASTD chapter members – Choose 2 Sessions
10% discount available to organizations who enroll 3 or more participants in <i>Series</i> options		\$150	Non-members – Choose 2 Sessions

Session Schedule

Date	Session	Facilitator
Wed., June 9, 4-7 PM	Measurement & Evaluation	Jim Sokolowski
Wed., July 14, 4-7 PM	Designing Learning	Cheryl Alfred
Thu., Aug. 5, 4-7 PM	Facilitating Learning	Jennifer Taylor
Wed., Aug. 18, 4-7 PM	Preparing for the CPLP	Jennifer Taylor, Bill Mugavin, and other CPLP certified panel members
Thu., Aug. 26, 4-7 PM	Improving Human Performance	Dan Johnson
Wed., Sep. 15, 4-7 PM	Coaching & Career Planning	Andrea Moore
Thu., Oct. 7, 4-7 PM	Managing the Learning Function	Brian Lusk

Location: Fishers Public Library, 5 Municipal Drive, Fishers, IN, 46038-1574



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Session Outline

All sessions will include a variety of opportunities to practice the application of the content listed here. Learners will be encouraged to share professional experiences and challenges related to session topics, benefiting from insight offered by facilitators and learners.

Measurement & Evaluation – Jim Sokolowski, CPLP

- Purpose & benefits of training evaluation
- Measurement process
- Assessment & development issues, including validity & reliability
- Formative vs. summative evaluation
- Four levels of Kirkpatrick's evaluation
- ROI Methodology
- Calculating ROI
- Measures of central tendency
- Uses of analysis to include ROI, evaluation, cost-benefit analysis, utility analysis, & forecasting

Preparing for the CPLP – CPLP Certified Panel

- Credential benefits
- ASTD Competency Model
- Knowledge-based exam
- Exam focus and weightings
- The work product
- CPLP Certification Process
- Study strategies
- Test-taking tips
- Recertification requirements

Designing Learning – Cheryl Alfred, CPLP

- Purpose of needs assessment
- Steps in conducting a training needs assessment
- ADDIE model
- Rapid Instructional Design
- Nine Instructional Events (Gagne)
- Learning objectives (Bloom's Taxonomy)

Facilitating Learning – Jennifer Taylor, CPLP

- Creating a learning climate
- Preparing for training delivery
- Using icebreakers, opening exercises, & closing activities
- Understanding presentation behavior
- Facilitating learning activities
- Performing on-the-spot assessments of participants' success in achieving program objectives
- Differences between presenting online versus presenting in the classroom
- Using flipcharts, overhead projectors, & presentation software

Continued...



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Improving Human Performance – Dan Johnson, CEC, CGP

- Purpose & goals of HPI
- ASTD HPI model
- Purpose of a Business Analysis
- Goals of a Performance Analysis
- Tools used to identify performance gaps
- Tools used to identify the root cause of a performance gap
- Six categories of interventions

Coaching & Career Planning – Andrea Moore, CPLP, CEC

- Definition of coaching
- Coach's purpose & role
- Criteria for selecting a coach
- Coaching issues: privacy, confidentiality, conflicts of interest, and coaching-relationship limitations
- Relationship between workforce planning & strategic planning
- Role of HR in workforce planning
- Definition of succession planning
- Approaches to strategic plan integration & succession planning
- Traditional & alternative job movement approaches
- Job analysis & task analysis

Managing the Learning Function – Brian Lusk

- Role of a training manager
- Types of learning information systems
- Vendor materials
- Advantages & disadvantages of various technology-based training solutions
- Employment law & regularity requirements
- Intellectual property
- Ethical standards

Additional Resources



Session content is based on the ASTD Learning System. While this is not required for the sessions, it is a valuable tool in session and certification preparation. It is also a great resource for organizations to have on hand for WLPs of all levels of experience. [Use this link](#) for more information.

If you choose to order, please use our chapter CHIP code, CH5010. A portion of the proceeds will be returned to the chapter, helping to avoid increased member costs.

Questions?

For more information, please contact **Jennifer Taylor**, VP of Certification and Professional Development via email at jennifer.taylor@rci.com , or via phone **(317)805-9219**.