

Project IMPACT Responsibilities Matrix

Content Host's Responsibilities	Facilitator's Responsibilities	Participant's Responsibilities	Director's Responsibilities	Participant Organization's Responsibilities
<p>Work Environment Needs Addressed</p> <p>Make continual Need's Assessment of Knowledge Skills for 21st Century Economy and Monitor Pulse of Workforce Trends</p> <p>Market Courses within Programs of Study for Professional Development and Make Promotional Materials Available</p> <p>Facilitate Professional Development</p> <p>Enable participant organization's representatives to certify as professional development and continuing education course facilitators for select LE@D classes, allowing them to build their LE@D expertise.</p> <p>Provide professional development to all levels of staff</p>	<p>Commitment to the Learner</p> <p>Orient the learner to online courseware technology</p> <p>Adapt training style to demands of e-learning and maintain flexibility necessary in the online environment</p> <p>Train to apply adult learning theory to real time online learning issues</p> <p>Establish foundational knowledge of subject of the course</p> <p>Facilitate Learning</p> <p>Relate the material to practical library experiences</p> <p>Engage learners based on participant needs, with an awareness of learning style theory, active learning strategies, learner-centered instruction, and emerging best practices in online training</p> <p>Use WebCT Vista Virtual Learning Environment tools to create welcome message, facilitate active learning, and monitor progress of the participants</p> <p>Complete set up steps for an e-learning course activation and use a robust set of courseware tools and online training techniques to provide structure to the course and enhance learning experience</p>	<p>Active Learning</p> <p>Submit a memo of understanding that confirms their commitment to completing the courses, exchanging messages in the topic discussion areas with other participants, sharing experiences and ideas, and commit to the active learning experience.</p> <p>Daily Attendance</p> <p>Set aside daily time to participate in online discussion and review materials.</p> <p>Assignment Tasking</p> <p>Assess course materials for potential to improve current workplace practices and/or personal behaviors</p>	<p>Promote</p> <p>Send out broadcast e-mails, put up signage and signup sheets in staff areas, and remind personnel during staff meetings of upcoming LE@D courses.</p> <p>Establish a continuing education credit opportunity for staff who complete the course.</p> <p>Participate</p> <p>Encourage your staff, while taking the courses, to post messages in the topic discussion areas, to engage their peers, spur new ideas, and improve the overall learning experience.</p> <p>Take the course yourself and let your staff know you are participating.</p> <p>Integrate</p> <p>Make LE@D courses a part of annual employee goal and objective setting.</p> <p>Include LE@D courses in your recognition and</p>	<p>Promote</p> <p>Send out broadcast e-mails, faxes, and flyers to members announcing LE@D classes. Put up signage and signup sheets in staff areas, and remind personnel during staff meetings of upcoming LE@D courses.</p> <p>Provide updates on LE@D availability and registration information at system membership meetings and other face to face events.</p> <p>Set up online registration through your system web site to make enrolment simple and convenient.</p> <p>Establish a continuing education credit opportunity for staff who complete the course.</p> <p>Participate</p> <p>Establish your continuing education coordinator as a course facilitator for you LE@D class, allowing them to build their LE@D expertise.</p> <p>Have all of your appropriate staff take LE@D courses – they're not just for your member organizations!</p> <p>Integrate</p> <p>Include LE@D classes in your</p>

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<p>Allow Portfolio Development and Personalized Programs of Professional Development</p> <p>Best Practices and Recognized Programs</p> <p>Commitment to Online Learning Industry Standards and Quality Benchmarks for technology and content</p> <p>Enlist the expertise of established professional in the field and qualified online instructional designers in the development of course content</p> <p>Persistence and Authority</p> <p>Persistent Presence on the Web and Continued Support of Learning</p> <p>Share</p> <p>Disseminate Best Practices and Facilitate Communities of Practice</p>	<p>Overcome pitfalls of facilitating e-learning technology issue and identify avenues of support</p> <p>Address sensitive situations and develop both corrective and preventative strategies for group learning and course management</p> <p>Promote adult learner interaction and participation using online tools and e-learning techniques for maintaining a dynamic and quality online professional development and continuing education training experience.</p> <p>Use online training tactics and checklists to improve the overall effectiveness of online discussions and ways to provide structure to group discussions for open communication and optimum learning retention</p> <p>Implement proven principles for facilitating effective learner-centered professional development training using strategies to empower participants to become active, responsible learners.</p> <p>Share</p> <p>Engage in discussion-board conversation with fellow LE@D facilitators, exploring and evaluating the effectiveness of professional development training implementation strategies</p> <p>Continual interaction with other LE@D facilitators, instructional designers, and content experts to share personal experiences and outcomes of implementing LE@D Professional Development courses</p>	<p>Commitment to Professional Development and Portfolio Enhancement</p> <p>Assess skills and workforce needs</p> <p>Track Experience and Professional Development in a Professional Portfolio</p> <p>Set Short and Long Term Goals for Professional Development and Lifelong Learning</p> <p>Share</p> <p>Defining how to use professional development opportunities to improve work environment and personal life and ultimately give back to the larger community.</p>	<p>rewards program.</p> <p>Don't forget your advocates, volunteers, and supporters. Many of them will benefit from LE@D courses and will appreciate the chance to participate.</p> <p>Follow Up</p> <p>Discuss the courses in your staff meetings.</p> <p>Ask staff members who have taken a course to report on what they learned to the rest of the staff.</p> <p>Roll play situations covered in the LE@D courses at in-service days and training sessions.</p> <p>Share</p> <p>Tell LE@D staff and your staff your LE@D success stories. Share with us so we can share with others your own ideas, best practices, and techniques for getting the most from LE@D courses.</p>	<p>organization's continuing education and workshop calendars.</p> <p>Recognize and reward members that maximize their integration and use of LE@D classes.</p> <p>Establish usage and completion goals for LE@D courses for appropriate members of your staff.</p> <p>Follow Up</p> <p>Discuss the courses in your staff meetings. Ask staff members who have taken a course to report on what they learned to the rest of the staff.</p> <p>Solicit feedback from member organization's directors – find out who used LE@D effectively.</p> <p>Share</p> <p>Tell LE@D staff the success stories in your organization. Share with us so we can share with others your own ideas, best practices, and techniques for getting the most from LE@D courses.</p> <p>Collect feedback on the courses and share it with LE@D staff, so we can continually improve the product.</p>
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