**NCDA FACILITATING CAREER DEVELOPMENT COURSE OUTLINE**

Considering what you have learned, describe your course format below.

**About My Learners**

Who are my learners?

What specifically are their interests, background, and priorities?

Are there additional topics that I need to include?

**Overall Course Outline**

**Length of course**:

**Projects and activities required for completion:**

**e-learning Course Outline**

Topic/weekly outline

* Topics that will be covered via e-learning
* Description of activities and materials for each topic
* Order of topics in the elearning system

**Contact Course Outline**

How will I manage the 24 hours of contact time? Specifically describe how this contact time will be handled and the activities and content that will be covered during the contact time.

**Start up Process**

How will I get my course started with my learners? What will be handled and how before our 1st meeting?

**Course Schedule**

Outline your entire course integrating start up, assignments, elearning and contact time within the timeline you have set. The course should cover all the competencies and topics in the manual.