**Instructions:**

Now that you have had the opportunity to learn more about virtual training and ways in which content can be created, it’s time to put your new knowledge into practice.

In this assignment you will describe how you will present at least 1 (one) Training Outcome for a virtual training you are facilitating. You may use the sample provided in the course or create your own. Please note that points awarded will vary depending on which option you choose.

Complete this form in its entirety and submit using the upload button in the course. If you have any issues accessing the form, saving the form, or completing the assignment please reach out to [glenna.gamble@uky.edu](mailto:glenna.gamble@uky.edu) for assistance.

Assignment must be completed satisfactory with a score of at least 12 out of15 before being able to proceed to the remainder of the course.

**Grading Rubric**

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| --- | --- | --- | --- |
| **Assignment Component** | **Beginning**  **1 point** | **Developing**  **2 points** | **Advanced**  **3 points** |
| **Training Title** | Used sample title. | Rephrased sample title. | Created own detailed title. |
| **Training Description** | Used sample description. | Rephrased sample description. | Created own detailed training outcome. |
| **Training Outcome** | Used sample outcome. | Rephrased sample outcome. | Created own detailed training outcome. |
| **Activity Description** | Used sample activity description.  OR  Activity Description is missing or not clear on how the knowledge or skills will be presented. | Rephrased sample activity description.  OR  Clearly described how you will present knowledge or skills. | Created own activity description **AND** clearly describe how you will present at least 1 knowledge **and** 1 skill. |
| **Training Method Supplemental Materials and Time Needed** | Include 1 of the following: training method, supplemental materials/link, **or** time needed. | Include 2 of the following: training method, supplemental materials/link, **or** time needed. | Include at least 1 training method, supplemental materials/link, **and** time needed. |

**Name:**

**Training Title:**

**Training Description:**

**Presentation (indicate one): Live Webinar web-based online Independent study**

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| --- | --- | --- | --- | --- |
| **Training Outcome** | **Activity Description** (description of how you will present the knowledge and/or skills needed to meet the training outcome) | **Training Method** (what method will be used to present content in a virtual format) | **Supplemental Materials/Links** (list materials, links, or other supplies needed to complete or create activity) | **Time Needed** (how long this activity takes during the training) |
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