

## Scheduling Considerations

Instructional Designer Level 4:  
Implementing Instructional  
Interventions

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Your Initial Thoughts...

- When CE is *mandatory*, what scheduling considerations matter?
- Do I have to be concerned with enrollment?
- It's my job to teach... do I *really* need to consider other instructors' schedules?

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Scheduling and the  
Instructional Designer

- Instructional design is...
  - Not just planning the instruction
  - Course timeline
- Scarce resources
- Program success is essential

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### Scheduling Considerations

- Target audience commitments
- Organization workload
- Family responsibilities
- Religious celebrations
- Personal/job schedules

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### Scheduling Considerations

- Travel time and means
- Resource availability
- Instructor availability
- Registration time
- Holidays/vacations

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### **It's your turn. Pause this presentation and consider...**

Given your unique situation:

- What scheduling challenges do you face? Why?
- What can you do to overcome these challenges?
- Are there any challenges that you cannot overcome? Why?

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Be Prepared!

- ✦ Less than expected enrollment
- ✦ Ability to change format
- ✦ Instructor pay
- ✦ Program resources
- ✦ Reassignment of internal staff

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Be Prepared!

- ✦ Notifying registrants
- ✦ Refund of tuition
- ✦ Rescheduling mandatory education
- ✦ Incurred travel expenses
- ✦ Facility costs

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**What would you do?**

Given the following problems, what would you need to do in your unique situation to be successful?

- Enrollment was less than expected
- Your training resources are needed elsewhere
- You have to reschedule your class on the day before it is scheduled

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### Your Task

- ✦ Brief description of your class (3-4 sentences *maximum*)
- ✦ How would you address these three challenges?
- ✦ Post for your classmates to consider
- ✦ Respond to at least two classmates

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