

**Communicating the Value of TSMO on-line Course and Seminar
Program Syllabus
April - May 2021**

On-line Course

Lessons

Thursday, April 8 – Thursday, April 22, 2021

Review Lessons 1 and 2 of the course material in Moodle

- Lesson 1: Building the Business Case for TSMO
- Lesson 2: Communicating the Value of Operations: Tools and Examples

Final Exam

Friday, April 23 – Tuesday, April 27, 2021

The on-line course final exam will be available through Moodle beginning at 8:00 AM (ET) on Friday, April 23 through 11:55 PM (ET), Tuesday, April 27, 2021. Students will complete the final exam online through Moodle.

Seminar with Shelley Row, PE, CSP

Webinars

1 - Wednesday, April 21, 2021, 1:30 – 2:00 PM (ET)

Introduction

Learn what you can expect and what is expected from you during this short introductory webinar.

2 - Wednesday, April 28, 2021, 3:00 – 4:30 PM (ET)

Communicating the Value of TSMO

You may only get one chance to sell your program and it needs to go well. Discover the skills you need to effectively communicate the value of TSMO and have a memorable impact. Through live discussion, a variety of interactive tools, and real-life examples, you learn and apply the tips and techniques that work. A PDF of the program and a workbook are included to support your educational experience.

3 - Wednesday, May 12, 2021, 1:30 – 3:00 PM (ET)

Apply the techniques you learn to your own presentation or briefing and share your example. Selected participants will receive live, interactive feedback for in-class learning.

Workshop 1

Submittal Deadline: Sunday, May 2, 2021

Audience Identification: Participants are to post a brief description of the target audience for their presentation or briefing. Complete instructions will be provided in Webinar 2.

Workshop 2

Submittal Deadline: Sunday, May 9, 2021

Presentation: Participants are to submit an example of their own short or partial presentation or briefing incorporating principles from Webinar 2. The submission should have a maximum of 20 slides. A few will be selected for micro-presentation during Webinar 3. Complete instructions will be provided in Webinar 2.

NOTE: It is very important to post your presentation / briefing no later than 5:00 PM on Sunday, May 9, 2021, so the instructor and other students have time to review all postings before Webinar 3.

Post-Course Survey

Please complete the Post-Course Survey online through Moodle no later than the end of the day Wednesday, May 12, 2021.

You must complete the Post-Course Survey to be eligible to receive Continuing Education Units (CEUs).

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Course Grades

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course and receive Continuing Education Units (CEUs).

Online course final exam	20%
Webinar 2 participation	20%
Workshop 1 assignment	10%
Workshop 2 assignment	20%
Webinar 3 participation	20%
Online post-course survey	10%
TOTAL	100%

Estimated Hours

Following is an estimation of the time it will take to complete this course:

Online course	2.5 hr
Webinars	3.5 hr
Workshop Assignments	3.0 hr
TOTAL	9.0 hours