

**Communicating the Value of TSMO on-line Course and Seminar  
Program Syllabus  
February - March 2022**

## **On-line Course**

### **Lessons**

**Thursday, February 10 – Thursday, February 24, 2022**

Review Lessons 1 and 2 of the course materials in Moodle

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

### **Final Exam**

**Friday, February 25 – Tuesday, March 1, 2022**

The on-line course final exam, consisting of (10) questions will be available beginning at 8:00 AM (ET) on Friday, February 25 through 11:00 AM (ET), Tuesday, March 1, 2022. Students will complete the final exam online through Moodle.

## **Seminar with Shelley Row, PE, CSP**

### **Webinars**

**1 - Wednesday, February 23, 2022, 2:00 – 2:30 PM (ET)**

#### **Introduction**

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

**2 - Tuesday, March 1, 2022, 11:00 – 12:30 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, March 16, 2022, 2:00 – 3:30 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, March 6, 2022**

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, March 13, 2022**

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, March 13, 2022, so the instructor has time to review them and prepare for Webinar 3.

### **Post-Course Survey**

Please complete the Post-Course Survey online through Moodle no later than the end of the day Wednesday, March 16, 2022.

*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