

instructional design project plan template excel

instructional design project plan template excel is an essential tool for educators, trainers, and instructional designers aiming to streamline the development of effective learning experiences. This template helps organize the key components of instructional design projects, ensuring that objectives, timelines, resources, and deliverables are clearly defined and managed. Utilizing an Excel-based project plan template allows for easy customization, tracking, and collaboration among team members. This article explores the benefits of using an instructional design project plan template in Excel, outlines its core features, and provides guidance on how to create and implement one effectively. Additionally, the article highlights best practices for optimizing instructional design project management and maximizing the efficiency of course development workflows.

- Benefits of Using an Instructional Design Project Plan Template Excel
- Key Components of an Instructional Design Project Plan Template
- How to Create an Instructional Design Project Plan Template in Excel
- Best Practices for Managing Instructional Design Projects with Excel
- Tips for Customizing and Optimizing Your Project Plan Template

Benefits of Using an Instructional Design Project Plan Template Excel

Adopting an instructional design project plan template in Excel offers numerous advantages that enhance project organization and execution. Excel's versatility allows instructional designers to tailor the template to specific project needs, making it easier to monitor progress and allocate resources effectively. The template serves as a central document that consolidates all project-related information, facilitating communication among stakeholders and team members. By providing a clear overview of tasks, deadlines, and responsible parties, the template helps prevent scope creep and reduce delays.

Improved Organization and Clarity

An Excel-based project plan template structures the instructional design process by breaking down the project into manageable phases and tasks. This organization allows designers to track each element systematically, ensuring that no critical steps are overlooked.

Enhanced Collaboration and Communication

Sharing a standardized project plan template in Excel promotes transparency and fosters collaboration. Team members can update task statuses and input comments directly, keeping everyone informed of project developments in real time.

Efficient Time and Resource Management

The template facilitates the allocation of resources and scheduling of tasks by clearly outlining deadlines, dependencies, and milestones. This visibility enables project managers to optimize workloads and avoid bottlenecks.

Key Components of an Instructional Design Project Plan Template

A comprehensive instructional design project plan template Excel includes several critical elements that collectively ensure a well-structured project workflow. Each component plays a vital role in guiding the project from inception to completion.

Project Overview

This section provides a high-level summary of the instructional design project, including the project name, description, objectives, and stakeholders. A clear overview sets the context for all subsequent planning activities.

Task List and Milestones

Breaking down the project into specific tasks and milestones helps track progress and maintain momentum. Each task should include a description, assigned owner, start and end dates, and completion status.

Timeline and Schedule

An effective project plan incorporates a timeline that visually represents task durations and deadlines. Gantt charts or similar scheduling tools within Excel can illustrate dependencies and overlapping activities.

Resource Allocation

Detailing the resources required for each task, including personnel, technology, and budget, ensures that the project is adequately supported and helps prevent resource conflicts.

Risk Management

Identifying potential risks and outlining mitigation strategies is essential for maintaining project stability. Including a risk register in the template allows for proactive issue management.

Quality Assurance Measures

Defining quality standards and review checkpoints within the project plan helps maintain instructional effectiveness and alignment with learning goals.

How to Create an Instructional Design Project Plan Template in Excel

Developing a customized instructional design project plan template in Excel involves several key steps, from initial setup to template refinement. A well-designed template enhances project transparency and control.

Step 1: Define Project Scope and Objectives

Begin by outlining the instructional design project's scope, goals, and deliverables. These foundational details guide the structure and content of the template.

Step 2: List and Categorize Tasks

Identify all necessary tasks and categorize them according to phases such as analysis, design, development, implementation, and evaluation. This organization supports logical sequencing and task management.

Step 3: Set Timelines and Dependencies

Assign realistic start and end dates to each task, noting any dependencies that affect scheduling. Use Excel's features such as conditional formatting or formulas to highlight deadlines and overlaps.

Step 4: Allocate Resources

Include columns for resource assignments, ensuring that each task has designated personnel and necessary tools or materials. This allocation aids in workload balancing and accountability.

Step 5: Incorporate Progress Tracking

Add status indicators and progress percentages to facilitate ongoing monitoring. Visual aids such as progress bars or color-coded status cells improve readability and quick assessment.

Step 6: Review and Test the Template

Before deploying the template, test it with sample data to verify functionality and ease of use. Solicit feedback from team members to identify areas for improvement.

Best Practices for Managing Instructional Design Projects with Excel

Effective management of instructional design projects requires adherence to best practices that maximize the capabilities of Excel project plan templates. These practices promote project success and stakeholder satisfaction.

Maintain Regular Updates

Consistently update the project plan to reflect current statuses, completed tasks, and any changes in scope or scheduling. Timely updates prevent miscommunication and keep the team aligned.

Leverage Excel Automation Features

Utilize Excel formulas, conditional formatting, and data validation to automate calculations, flag overdue tasks, and ensure data integrity. Automation reduces manual errors and saves time.

Facilitate Clear Communication

Use comments and notes within the Excel template to provide context or instructions for specific tasks. Clear documentation supports collaboration and reduces ambiguity.

Regularly Review Risks and Adjust Plans

Monitor identified risks and update mitigation strategies as necessary. Adjust timelines and resources proactively to address emerging challenges.

Backup and Version Control

Maintain backups and use version control practices to track changes over time. This approach safeguards data and allows rollback if needed.

Tips for Customizing and Optimizing Your Project Plan Template

Customization and optimization are key to creating an instructional design project plan template in Excel that meets unique project requirements and enhances usability.

Tailor Fields to Project Specifics

Adjust columns and categories to reflect the particular instructional design methodology, team structure, and project scale. Avoid unnecessary fields to maintain simplicity.

Integrate Visual Elements

Incorporate charts, progress bars, and conditional formatting to provide visual cues that improve comprehension and highlight critical information.

Use Drop-Down Lists and Data Validation

Implement drop-down menus for status updates, priority levels, and resource names to standardize inputs and reduce errors.

Automate Reporting

Create summary sheets or dashboards within the Excel workbook to generate real-time project reports for stakeholders, enhancing transparency and decision-making.

Continuously Improve Based on Feedback

Solicit input from users regularly and refine the template to address usability issues, incorporate new features, and adapt to evolving project needs.

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Frequently Asked Questions

What is an instructional design project plan template in Excel?

An instructional design project plan template in Excel is a pre-formatted spreadsheet that helps instructional designers organize, schedule, and track the various phases and tasks involved in developing educational or training materials.

How can I use an Excel template for my instructional design project plan?

You can use an Excel template by inputting your project tasks, deadlines, responsible team members, and milestones. The template often includes features like Gantt charts or progress trackers to visually manage the timeline and ensure that the project stays on schedule.

What key elements should be included in an instructional design project plan template in Excel?

Key elements include project phases, task descriptions, start and end dates, assigned personnel, resources needed, milestones, status updates, and budget estimates.

Are there free instructional design project plan templates available in

Excel?

Yes, many websites offer free downloadable instructional design project plan templates in Excel format that can be customized to suit specific project needs.

How does using an Excel instructional design project plan template improve project management?

Using an Excel template streamlines project management by providing a centralized, organized, and easily updatable overview of tasks, deadlines, and responsibilities, which enhances communication and helps track progress effectively.

Can an instructional design project plan template in Excel be customized for different types of learning projects?

Yes, Excel templates are highly customizable, allowing instructional designers to adjust task lists, timelines, and resources to fit various learning projects such as e-learning courses, instructor-led training, or blended learning initiatives.

Additional Resources

1. *Mastering Instructional Design Project Plans with Excel*

This book provides a comprehensive guide to creating effective instructional design project plans using Excel. It covers essential templates, step-by-step instructions, and best practices for organizing tasks, timelines, and resources. Readers will learn how to customize project plan templates to fit various instructional design projects, ensuring smooth project execution.

2. *Excel Templates for Instructional Design Project Management*

Focused on practical application, this book offers a collection of ready-to-use Excel templates specifically designed for instructional design projects. It explains how to track milestones, manage deadlines, and allocate resources efficiently. The book also includes tips on adapting templates to different project scopes and team sizes.

3. *The Instructional Designer's Guide to Project Planning and Excel Tools*

This guide bridges the gap between instructional design theory and project management tools, emphasizing the use of Excel for planning. It provides detailed examples of project plan templates, Gantt charts, and budget trackers tailored for instructional designers. The book is ideal for professionals looking to improve their project management skills using familiar software.

4. *Efficient Project Planning for Instructional Designers: Excel Templates and Techniques*

A practical resource that helps instructional designers streamline their project planning process with Excel.

It covers how to create and customize templates that help in scheduling, risk management, and progress monitoring. The book also shares techniques for aligning project plans with instructional goals and stakeholder expectations.

5. Instructional Design Project Management: Excel Templates and Best Practices

This book focuses on the intersection of instructional design and project management, offering Excel-based templates that facilitate detailed planning and reporting. It includes case studies demonstrating how project plans can improve communication and accountability within instructional design teams. Readers will gain insights into balancing creativity with structured project workflows.

6. Creating Instructional Design Project Plans: Excel Solutions for Success

Designed for instructional designers at all levels, this book explains how to leverage Excel to build comprehensive project plans. It covers template creation, task prioritization, and progress tracking while emphasizing clarity and adaptability. The book also discusses common challenges and how to overcome them using Excel's features.

7. Instructional Design Workflow and Project Planning Using Excel

This title explores the entire instructional design workflow with a focus on project planning supported by Excel templates. It provides strategies for integrating design phases, managing resources, and documenting progress effectively. The book is a valuable tool for designers seeking to improve project transparency and efficiency.

8. Advanced Excel Techniques for Instructional Design Project Plans

Targeted at experienced instructional designers, this book delves into advanced Excel features such as macros, pivot tables, and conditional formatting to enhance project plans. It demonstrates how to automate routine tasks and create dynamic dashboards for project monitoring. The content helps readers elevate their project management capabilities with sophisticated Excel tools.

9. The Complete Instructional Design Project Plan Template Workbook

This workbook offers a hands-on approach to developing instructional design project plans using Excel templates. It includes exercises, sample templates, and customization tips to build practical skills. Perfect for both individual learners and teams, the workbook facilitates mastery of project planning fundamentals in instructional design.

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Project Name: Mastering Instructional Design: A Comprehensive Excel-Based Project Planning Guide

Outline:

Introduction: The Importance of Project Planning in Instructional Design
Chapter 1: Defining Your Instructional Design Project Goals and Objectives (SMART Goals)
Chapter 2: Identifying Your Target Audience and Learning Needs Analysis
Chapter 3: Content Development and Sequencing Strategy
Chapter 4: Choosing the Right Instructional Methods and Media
Chapter 5: Assessment and Evaluation Strategies
Chapter 6: Project Timeline and Milestones using a Gantt Chart in Excel
Chapter 7: Budget Allocation and Resource Management
Chapter 8: Risk Management and Contingency Planning
Chapter 9: Project Review, Iteration, and Documentation
Conclusion: Successful Instructional Design Project Delivery

Mastering Instructional Design: A Comprehensive Excel-Based Project Planning Guide

Instructional design is more than just creating engaging content; it's a systematic process of crafting learning experiences that effectively achieve specific learning objectives. A well-structured project plan is the cornerstone of any successful instructional design project, and using Excel provides a powerful, flexible tool for managing the complexities involved. This guide will equip you with the knowledge and templates to effectively plan and execute your instructional design projects using Microsoft Excel.

Chapter 1: Defining Your Instructional Design Project Goals and Objectives (SMART Goals)

Before diving into the creative aspects of instructional design, a clear understanding of your project goals is paramount. This involves setting SMART goals: Specific, Measurable, Achievable, Relevant, and Time-bound. Your Excel sheet should dedicate a section to articulating these goals. For example:

Goal: Improve employee onboarding efficiency.

Specific Objective 1: Reduce onboarding time by 25%.

Specific Objective 2: Increase employee satisfaction with the onboarding process by 15% (measured via post-training survey).

Specific Objective 3: Achieve a 90% completion rate for the online onboarding modules within the first month.

Timeline: Complete the project within 3 months.

Using Excel's functionalities, you can link these objectives to subsequent tasks and milestones, providing a clear visual representation of how each objective contributes to the overall project goal. This section of your Excel template should also include a space for clearly defining the problem the instructional design project seeks to solve. What learning gap exists? What are the consequences of not addressing this gap?

Chapter 2: Identifying Your Target Audience and Learning Needs Analysis

Understanding your target audience is crucial. This section of your Excel template should detail demographic information (age, profession, technical skills, prior knowledge, etc.) and learning styles (visual, auditory, kinesthetic). Conducting a thorough learning needs analysis is vital. This might involve surveys, interviews, focus groups, or analyzing existing data to determine the knowledge and skill gaps that your instructional design project needs to address. Excel can help organize this data effectively. Consider creating separate worksheets for:

Learner Profiles: Individual profiles outlining each learner's characteristics and learning preferences.

Needs Analysis Data: Raw data from surveys, interviews, etc.

Gap Analysis: A summary of the discrepancies between current skills and desired skills.

Visualizing this data within Excel allows for easy identification of patterns and trends, informing your design decisions.

Chapter 3: Content Development and Sequencing Strategy

Once you understand your audience and their needs, you can start planning the content. This section of your Excel project plan should outline the topics to be covered, the learning objectives for each topic, and the sequence of instruction. Excel's ability to structure and organize information makes it ideal for this stage. You can create a table detailing:

Module/Topic: Name of each module or topic.

Learning Objective(s): What learners will be able to do after completing each module.

Content Outline: A brief summary of the content for each module.

Resources: Materials needed for each module (text, images, videos, etc.).

Sequencing Logic: Explanation of why this particular sequence was chosen.

A well-structured content outline in Excel allows for efficient tracking of progress and ensures a logical flow of information.

Chapter 4: Choosing the Right Instructional Methods and Media

The choice of instructional methods and media directly impacts learner engagement and knowledge retention. Your Excel plan should document the rationale behind your choices. Will you use eLearning modules, video lectures, workshops, simulations, or a blended learning approach? Excel

can be used to compare different options, weighing their pros and cons based on factors like budget, accessibility, and learner preferences. A table comparing different media options, including cost, development time, and effectiveness, would be invaluable.

Chapter 5: Assessment and Evaluation Strategies

How will you measure the effectiveness of your instructional design project? This section of your Excel plan outlines your assessment and evaluation strategy. This might include pre- and post-tests, quizzes, performance tasks, surveys, or focus groups. Excel can be used to track the results of these assessments, analyzing data to determine the success of the project in achieving its learning objectives. Include details on:

Type of assessment: (e.g., formative, summative)

Assessment instrument: (e.g., quiz, test, observation checklist)

Scoring rubric: How will learner performance be evaluated?

Data analysis plan: How will the assessment data be analyzed and interpreted?

Chapter 6: Project Timeline and Milestones using a Gantt Chart in Excel

A Gantt chart is a visual representation of your project schedule. Excel's built-in charting features make it easy to create a Gantt chart showing tasks, durations, dependencies, and milestones. This is crucial for project management and tracking progress. Each task should be assigned a duration, start date, and end date. Dependencies between tasks can be clearly visualized, highlighting critical path activities.

Chapter 7: Budget Allocation and Resource Management

This section in your Excel plan should detail all project costs (software, hardware, personnel, materials, etc.) and allocate resources effectively. Using Excel's formulas, you can track expenses and ensure that the project stays within budget. You can also track the allocation of human resources, identifying potential bottlenecks and adjusting the timeline accordingly.

Chapter 8: Risk Management and Contingency Planning

No project is without risk. This section of your Excel plan identifies potential risks (e.g., technical difficulties, resource constraints, unforeseen delays) and outlines contingency plans to mitigate those risks. This proactive approach ensures the project stays on track even if unexpected challenges arise.

Chapter 9: Project Review, Iteration, and Documentation

After project completion, a thorough review is essential. Analyze the data collected during assessment and evaluation to determine the success of the project in achieving its objectives. This feedback informs future iterations and improvements. Your Excel plan should include a section for documenting all project phases, decisions, and results, creating a valuable resource for future projects.

Conclusion: Successful Instructional Design Project Delivery

By utilizing an Excel-based project plan, instructional designers can streamline their workflow, enhance collaboration, and ensure the successful delivery of engaging and effective learning experiences. This structured approach minimizes risks, maximizes resources, and ultimately leads to improved learning outcomes.

FAQs

1. Can I use other software besides Excel for instructional design project planning? Yes, project management software like Asana, Trello, or Monday.com offer similar functionalities.
2. How detailed should my Excel plan be? The level of detail should match the complexity of your project.
3. What if my project scope changes? Your Excel plan should be flexible enough to accommodate changes; update it accordingly.
4. How often should I review my project plan? Regular reviews (weekly or bi-weekly) are recommended.
5. Can I share my Excel project plan with my team? Yes, collaborative features in Excel allow for team access and updates.
6. What are the key benefits of using Excel for project planning? Cost-effectiveness, accessibility, and familiarity.
7. How can I ensure my Excel plan is visually appealing and easy to understand? Use formatting, charts, and clear labeling.
8. Are there any specific Excel functions useful for project planning? Yes, functions like SUM,

AVERAGE, and IF are helpful for data analysis and tracking.

9. Where can I find additional templates for Excel-based instructional design project plans? Online searches can reveal various templates; adapt them to your needs.

Related Articles:

1. Creating Engaging eLearning Modules: Discusses strategies for creating interactive and effective online learning experiences.
2. Blended Learning Strategies: Explores the benefits and implementation of combining online and face-to-face instruction.
3. Instructional Design Models: Compares different models like ADDIE, SAM, and Agile.
4. Learning Needs Analysis Techniques: Provides a detailed guide on how to effectively assess learner needs.
5. Developing Effective Assessments: Explains different assessment methods and their application in instructional design.
6. Gamification in Instructional Design: Examines the use of game mechanics to enhance learning.
7. Accessibility in Instructional Design: Covers designing inclusive learning experiences for all learners.
8. Using Microsoft Excel for Data Analysis in Instructional Design: Focuses specifically on Excel's data analysis capabilities.
9. Project Management for Instructional Designers: Offers an overview of project management principles relevant to instructional design.

instructional design project plan template excel: [The ELearning Designer's Handbook](#) Tim Slade, 2020-09-02 LEARN HOW TO DESIGN ELEARNING THAT DELIVERS RESULTS (AND DOESN'T SUCK)! When you're tasked with creating your very first eLearning course, it can be hard (and downright scary) trying to figure out where to begin. You likely have a million questions running through your head. How do you plan your project and set it up for success? How do you collect learning content from your subject matter experts? Why do you need an eLearning storyboard, and how do you write one? How do you develop a prototype of your eLearning course? And, what the heck is a prototype anyway? When and where should you include interactivity? When should you let your SMEs review your course? And what's a SME again? And what do you do when they don't give you feedback? Trying to get answers to all of these questions can quickly leave you saying to yourself, I don't think I'm cut out for this eLearning thing! But, here's some good news: you're not alone! The truth is, most eLearning designers entered fell, stumbled, and dropped into the world of eLearning entirely by accident. This is where the second edition of The eLearning Designer's Handbook can help! In this book, Tim Slade will show you that the eLearning development process doesn't have to be as complicated as it might seem. If you're new to eLearning, Tim will walk you through the complete eLearning design and development process, providing you practical tips and advice, based on his own experience working as an eLearning designer for over a decade. With the second edition of The eLearning Designer's Handbook, you'll discover how to... Plan your eLearning project by conducting a kickoff meeting with your stakeholders. Conduct a needs analysis and recommend a training solution. Draft an eLearning project plan and development timeline. Define the learning objectives and create a blended training solution. Collect and organize your learning content into a design document. Create a course outline and draft a storyboard of your

eLearning course. Create a prototype and develop your course with an eLearning authoring tool. Incorporate interactivity into your eLearning course. Reduce cognitive load and increase learning retention. Deliver and measure the effectiveness of your eLearning course. Conduct a retrospective at the end of your project. So, what's new in the second edition? With the second edition of *The eLearning Designer's Handbook*, Tim Slade went back to the drawing board to rewrite and redesign every single page of the book. Not only does the second edition include a boatload of new content on instructional design best practices, but it also includes even more practical content geared towards new eLearning designers. With the second edition of *The eLearning Designer's Handbook*, you'll get... 3X more content Full-color print Real-world examples More tools and templates

instructional design project plan template excel: *Ultralearning* Scott H. Young, 2019-08-06 Now a Wall Street Journal bestseller. Learn a new talent, stay relevant, reinvent yourself, and adapt to whatever the workplace throws your way. *Ultralearning* offers nine principles to master hard skills quickly. This is the essential guide to future-proof your career and maximize your competitive advantage through self-education. In these tumultuous times of economic and technological change, staying ahead depends on continual self-education—a lifelong mastery of fresh ideas, subjects, and skills. If you want to accomplish more and stand apart from everyone else, you need to become an ultralearner. The challenge of learning new skills is that you think you already know how best to learn, as you did as a student, so you rerun old routines and old ways of solving problems. To counter that, *Ultralearning* offers powerful strategies to break you out of those mental ruts and introduces new training methods to help you push through to higher levels of retention. Scott H. Young incorporates the latest research about the most effective learning methods and the stories of other ultralearners like himself—among them Benjamin Franklin, chess grandmaster Judit Polgár, and Nobel laureate physicist Richard Feynman, as well as a host of others, such as little-known modern polymath Nigel Richards, who won the French World Scrabble Championship—without knowing French. Young documents the methods he and others have used to acquire knowledge and shows that, far from being an obscure skill limited to aggressive autodidacts, ultralearning is a powerful tool anyone can use to improve their career, studies, and life. *Ultralearning* explores this fascinating subculture, shares a proven framework for a successful ultralearning project, and offers insights into how you can organize and execute a plan to learn anything deeply and quickly, without teachers or budget-busting tuition costs. Whether the goal is to be fluent in a language (or ten languages), earn the equivalent of a college degree in a fraction of the time, or master multiple tools to build a product or business from the ground up, the principles in *Ultralearning* will guide you to success.

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instructional design project plan template excel: *Creating Online Tutorials* Hannah Gascho Rempel, Maribeth Slebodnik, 2024-02-14 Today's students rely heavily on electronic resources; they expect to be able to access library resources from any location and at any time of the day. Online education is ubiquitous from K-12 through graduate level coursework and is increasingly used in on-the-job training. Libraries must be prepared to guide learners to use library resources when and where they are needed. Thoughtfully designed online tutorials can be the library's answer to providing this point-of-need instruction that learners have come to expect. When librarians don't have the technical expertise needed to create online tutorials, *Creating Online Tutorials: A Practical Guide for Librarians, Second Edition* will help guide them through the basics of designing and producing an online tutorial. Using practical examples, the book leads librarians through the process

of creating an online tutorial from start to finish and provides tips and strategies that will be useful to librarians with more experience in designing online tutorials. This detailed roadmap for designing and producing online tutorials covers: Is a tutorial the right solution? Assessing diverse user needs Choosing the right technology Selecting and organizing instructional content Planning tutorial design elements Integrating assessment into tutorial design Maintaining and updating tutorials Finding online tutorial resources After reading this book, new tutorial developers will have a practical, adaptable blueprint that enables them to confidently address the creation of their first online tutorials, and experienced developers will learn efficient techniques to create and enhance future tutorials that are attractive, effective teaching tools.

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instructional design project plan template excel: The ASQ Certified Six Sigma Black Belt Handbook Mary McShane-Vaughn, 2023-01-11 Fully updated to reflect the 2022 ASQ Certified Six Sigma Black Belt (CSSBB) Body of Knowledge (BoK), *The ASQ Certified Six Sigma Black Belt Handbook, Fourth Edition* is ideal for candidates studying for the CSSBB examination. This comprehensive reference focuses on the core areas of organization-wide planning and deployment, team management, and each of the DMAIC project phases. The fourth edition of this handbook offers thorough explanations of statistical concepts in a straightforward way. It also reflects the latest technology and applications of Six Sigma and lean tools. Updates you will find in the fourth edition include: • New topics and tools, such as return on investment calculations, the roles of coaching and finance in projects, process-decision program charts, interrelationship digraphs, A3 analysis, maturity models, key behavior indicators, and audit MSA • A new chapter on risk analysis and management • Revamped statistics sections • New tables, figures, and examples to help illustrate key points *The ASQ Certified Six Sigma Black Belt Handbook, Fourth Edition* is also a valuable addition to any quality practitioner's library.

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instructional design project plan template excel: *The Art of Non-Conformity* Chris Guillebeau, 2010-09-07 If you've ever thought, There must be more to life than this, *The Art of Non-Conformity* is for you. Based on Chris Guillebeau's popular online manifesto *A Brief Guide to World Domination*, *The Art of Non-Conformity* defies common assumptions about life and work while arming you with the tools to live differently. You'll discover how to live on your own terms by exploring creative self-employment, radical goal-setting, contrarian travel, and embracing life as a constant adventure. Inspired and guided by Chris's own story and those of others who have pursued unconventional lives, you can devise your own plan for world domination-and make the world a better place at the same time.

instructional design project plan template excel: *The Learner-Centered Instructional*

Designer Jerod Quinn, 2023-07-03 “What does a new instructional designer need to know to find her or his feet when working with faculty to create online classes?” This is a practical handbook for established and aspiring instructional designers in higher education, readers who may also be identified by such professional titles as educational developer, instructional technologist, or online learning specialist. Jerod Quinn, together with a team of experienced instructional designers who have worked extensively with a wide range of faculty on a multiplicity of online courses across all types of institutions, offer key guiding principles, insights and advice on how to develop productive and collegial partnerships with faculty to deliver courses that engage students and promote enduring learning. Designing and developing online classes for higher education takes a combination of pedagogical knowledge, the ability to build trust with faculty, familiarity with frameworks on how people learn, understanding of accessibility and inclusion, and technical skills to leverage a learning management system into an educational experience. Coming from diverse backgrounds, few instructional designers enter academia well versed in all of these aspects of creating online classes. This book provides the foundation on which instructional designers can build their careers. The guiding principle that animates this book is that the student experience and successful learning outcomes are paramount, and governs discussion of course design, pedagogy, the use of multimedia and technological advances, as well as the use of different forms of interactive exercises and group assignments. The succinct, informally written chapters offer ideas and means to apply theory to the daily work of instructional design and cover the four key components that drive this work in higher education: ·Defining the scope and main design approaches of our work·Building trust with the faculty we work with·Applying frameworks of how people learn·Mastering common online instructional practices.

instructional design project plan template excel: Teachers to Trainers Lisa Spinelli, 2020-10-27 Teachers Make Great Trainers Schoolteachers are leaving their profession at a higher rate than ever before—and for myriad reasons. Passion for teaching is generally not one of them. If you are a schoolteacher thinking about making a career change, knowing that your passion and purpose for education will transfer with you to your new career may be the assurance you need to make the shift. Knowing that you can be effective and create a spark for learning as well as still have the flexibility, compensation, and development you crave in a career could be the motivation to step into a new role. Teachers to Trainers: Apply Your Passion and Skills to a New Career introduces you to career opportunities in the growing industry of talent development, where all those aspirations are possible. This first-ever volume offers you a view of a different education system: the world of talent development. In each chapter, former teachers recount the stories of how they made the career switch, describe their current roles, and share resources and tips for success. You will discover why these former teachers decided to seek a change and gain valuable insights into how they transitioned into talent development roles, including what they wished they had known when making the switch and the obstacles they overcame. You will also learn about the rewards they achieved in their transitions and, most importantly, see that their passion for teaching remains. The book includes a full range of resources to guide you—skills assessments, worksheets, descriptions of certifications and certificate programs, and print and online reading recommendations. You’ll also find tips about: transferable skills job market research resume creation what you need to go forward.

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educators across the K-16 spectrum in the design of curriculum, assessment, and instruction. With an improved UbD Template at its core, the book explains the rationale of backward design and explores in greater depth the meaning of such key ideas as essential questions and transfer tasks. Readers will learn why the familiar coverage- and activity-based approaches to curriculum design fall short, and how a focus on the six facets of understanding can enrich student learning. With an expanded array of practical strategies, tools, and examples from all subject areas, the book demonstrates how the research-based principles of Understanding by Design apply to district frameworks as well as to individual units of curriculum. Combining provocative ideas, thoughtful analysis, and tested approaches, this new edition of Understanding by Design offers teacher-designers a clear path to the creation of curriculum that ensures better learning and a more stimulating experience for students and teachers alike.

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to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party

Praise for *Ask a Manager* “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s *Ask a Manager* column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide* “*Ask a Manager* is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life Together*

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