

Sample Projects in Training, Facilitation and Instructional Design

Job Title Equipped for the Future

Client National Institute for Literacy

Project Description

Revised the Guide to Certification for entrants to the Equipped for the Future Adult Literacy Facilitator Certification Program, created a companion manual for Sponsoring Organizations

Job Title Exemplary & Promising Practices Facilitator

Client Center for Substance Abuse Prevention (CSAP) and the National Association of State Alcohol and Drug Abuse Directors (NASADAD)

Project Description

Chaired review panel deliberations for the Exemplary Programs/Promising Practices Awards in 1997, 1999, 2000, 2001, and 2002.

Job Title Neighborhood Action Citizen Summit

Client City of Washington, DC - Pro Bono

Project Description

Provided facilitation at a city-wide summit to discuss the future of the city and identify goals and priorities for each neighborhood. Facilitated discussion, including electronic polling technology.

Job Title O*NET in Action Scenarios

Client Aguirre International for the U.S. Department of Labor

Project Description

Created Desk References to help users of an on-line career database understand when and how they could use the tool as part of their ongoing career exploration and job searches. Developed scenarios as teaching tools for workforce development professionals, so they can easily understand how to use the Department of Labor's online tool called O*NET, the enhanced replacement for the Dictionary of Occupational Titles. Interviewed social services professionals and other potential end-users by phone and at trade shows to develop true-to-life examples, created storylines, and formatted final products.

Job Title Accounting Software Migration

Client Soza & Co., Ltd. for the Department of Justice, U.S. Marshals Service

Project Description

Conceptualized the underlying pedagogical framework for the products. Developed design documents and instructor and participant training manuals for mainframe accounting software package.

Price Project Management and Implementation

Core Competencies

Job Title Develop and Deliver Training Course for Electronic Border Crossing, Revise Enrollment Training Course

Client Soza & Company, Ltd, for the Immigration and Naturalization Service (INS), now part of the U.S. Citizenship & Immigration Services (USCIS)

Project Description

Created training plans and design documents, designed and developed curriculum to train INS Inspectors on how to use a new software and hardware package to expedite border crossing. Providing on-site training for U.S. Customs and INS Inspectors. In a later project, revised and validated training materials developed by others to teach Inspectors administrative procedures related to the database, the INS Pass Enrollment System. Analyzed existing training notebooks, validated the materials against changes to the software, and created training materials for future operators of the software and equipment.

Job Number Permanent Position

Job Title Public Health Advisor, Office for Substance Abuse Prevention, Division of Community Prevention and Training

Project Description

Served as Government Project Officer for 25 Community Partnership and Community Youth Activity Grants totaling over \$6 million per year. Served as liaison to the Training and Evaluation Branch.