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| The consultant coaching plan is submitted to SUSS-IAL as part of deliverable requirements for receiving the first tranche of innovDev grant disbursement. Together with the 1st course redesign plan, they are limited to 25 hours of consultancy hours’ disbursement. All submitted information will be used or disclosed for evaluation and monitoring of the project progress and outcomes, for research purposes and publicity that support efforts to encourage learning innovation. |
| ***Important:*** *All sections must be completed. Submit the completed course redesign plan to innovDev Secretariat and email a copy to* [*inlab@ial.edu.sg*](mailto:inlab@ial.edu.sg)*.* |

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| **Section 1: Background Information** | |
| **Organisation** | Type Here |
| **Course Title** | Type Here |
| **Name of Consultant** | Type Here |

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| **Section 2: Coaching Plan for 1st Staff** | | | | |
| **Name of 1st Staff to be Coached** |  | | **Position** |  |
| **Learning Curriculum Developer / Learning Design Staff Development Recommendations:** | | | | |
| **1. Review the staff’s current blended learning capabilities.**  Evaluate the strengths and learning gaps of the staff in terms of the blended learning capabilities required for the course transformation. | | | | |
| **Strengths**  Type Here | | **Learning Gaps**  Type Here | | |
| **2. Determine the blended learning capabilities / competencies required by staff.**  Indicate the capabilities or competencies the staff needs to develop for effective blended learning capability development and redesign of the course. | | | | |
| Type Here | | | | |
| **3. Propose a development recommendation plan for the staff.**  Consider the actionable solution(s), timeline, support and resources required to implement the recommendation plan. Also consider how this proposed plan would supplement / be supplemented by the Course Transformation Manual you develop for the TP&E. | | | | |
| Type Here | | | | |
| **4. Other Comments / Feedback for Staff** | | | | |
| Type Here | | | | |
| **Total Consultancy Hour(s) Spent:** | | | | Type Here |

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| **Section 2: Coaching Plan for 2nd Staff** | | | | |
| **Name of 2nd Staff to be Coached** |  | | **Position** |  |
| **Learning Curriculum Developer / Learning Design Staff Development Recommendations:** | | | | |
| **1. Review the staff’s current blended learning capabilities.**  Evaluate the strengths and learning gaps of the staff in terms of the blended learning capabilities required for the course transformation. | | | | |
| **Strengths**  Type Here | | **Learning Gaps**  Type Here | | |
| **2. Determine the blended learning capabilities / competencies required by staff.**  Indicate the capabilities or competencies the staff needs to develop for effective blended learning capability development and redesign of the course. | | | | |
| Type Here | | | | |
| **3. Propose a development recommendation plan for the staff.**  Consider the actionable solution(s), timeline, support and resources required to implement the recommendation plan. Also consider how this proposed plan would supplement / be supplemented by the Course Transformation Manual you develop for the TP&E. | | | | |
| Type Here | | | | |
| **4. Other Comments / Feedback for Staff** | | | | |
| Type Here | | | | |
| **Total Consultancy Hour(s) Spent:** | | | | Type Here |

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| **Section 2: Coaching Plan for 3rd Staff** | | | | |
| **Name of 3rd Staff to be Coached** |  | | **Position** |  |
| **Learning Curriculum Developer / Learning Design Staff Development Recommendations:** | | | | |
| **1. Review the staff’s current blended learning capabilities.**  Evaluate the strengths and learning gaps of the staff in terms of the blended learning capabilities required for the course transformation. | | | | |
| **Strengths**  Type Here | | **Learning Gaps**  Type Here | | |
| **2. Determine the blended learning capabilities / competencies required by staff.**  Indicate the capabilities or competencies the staff needs to develop for effective blended learning capability development and redesign of the course. | | | | |
| Type Here | | | | |
| **3. Propose a development recommendation plan for the staff.**  Consider the actionable solution(s), timeline, support and resources required to implement the recommendation plan. Also consider how this proposed plan would supplement / be supplemented by the Course Transformation Manual you develop for the TP&E. | | | | |
| Type Here | | | | |
| **4. Other Comments / Feedback for Staff** | | | | |
| Type Here | | | | |
| **Total Consultancy Hour(s) Spent:** | | | | Type Here |

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| **Section 3: Signatures and Endorsement of Coaching Plan**  **[By Consultant and Training Provider / Enterprise]** | | |
| We, the undersigned, confirmed that we will commit to develop the TP&E staff’s / our blended learning capabilities based on the development recommendation plan proposed above and as will be demonstrated through the course transformations proposed for innovDev. | | |
| **Signed by Training Provider / Enterprise Staff:** | | |
| |  | | --- | | Type Here | | Name of 1st Staff | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | | |  | | --- | | Type Here | | Name of 2nd Staff | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | | |  | | --- | | Type Here | | Name of 3rd Staff | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | |
| **Signed by Consultant:** | | |
| |  | | --- | | Type Here | | Name of Consultant | | Insert Signature Here | | Signature | | DD/MM/YYYY | | Date | | | |