

CREATING AN INSTRUCTOR PROPOSAL

By Harvey Hedden



CREATING A COURSE PROPOSAL

- ILEETA encourages everyone to submit course proposals
- What are you doing particularly well
- Innovative subject areas
- Members whose proposals are selected receive a conference tuition waiver but no other compensation



PROPOSAL GUIDELINES

- Subject must be instructor oriented
- What will they take back to their agency?
- No infomercials

ILEETA TM



GENERAL SUBJECT AREAS



- Armorer
- Live Fire
- Officer Safety
- Use of Force
- Instructor Development
- Firearms Training
- Management
- Active Shooter
- Community Relations
- Health/Wellness
- Special Topics



DEFENSIVE TACTICS



- Skill levels may vary
- Pre-requisite courses/skills
- Safety is critical – triple check
- Warm ups/Mats prevent injury
- Adequate Instructor/Safety Monitor/Student Ratio



FACTORS THAT INFLUENCE SELECTION

- Anticipated demand for this type of instruction
- Unusual facility requirements/setup time/costs to ILEETA
- Cannot serve at least 15 attendees (20+ preferred)
- Schedule conflicts/availability



INSTRUCTOR PROPOSAL FORM

- Proposal landing page contains important information – please read this page.

<https://ileeta.wildapricot.org/event-5285232>

2024 ILEETA Conference Instructor Proposal

🕒 Start	31 May 2023 12:00 AM
🕒 End	31 Oct 2023 Registration 11:59 PM
Location	St. Louis Union Station Hotel, St. Louis, MO

2024 ILEETA Conference Instructor Proposal

You must use your username (primary instructor's preferred ILEETA email only) and password. Your contact information will be automatically completed in the application. If you forgot your password just click on forgot password and a new one will be emailed to you. Do not use someone else's username and password or the proposal will not be accepted.

All proposals must be instructor

Thanks for being an ILEETA member and your interest in providing instruction at the 2024 ILEETA Conference. ILEETA is seeking proposals for the 2024 ILEETA Conference - March 18-23, 2024 - Union Station Hotel, St. Louis, MO. Instructor proposals will be accepted through 10/31/23. **All proposals must be instructor oriented and provide knowledge and skills they can use in their work (not an infomercial).** Course lengths are 7:45 hour (most rare and only for certification courses), 3:45 presented once or 1:45 presented twice. Members selected will receive free conference tuition. Sorry there is no other compensation for instructors. You may submit multiple proposals at this site but generally we only select one per member. When completing this application, be sure to scroll down on the last page and click confirm. You will receive and email confirmation of your application. If you do not, we did not receive it.

PLEASE READ THESE INSTRUCTIONS ON PROPOSALS

You must be an active ILEETA member to submit a proposal to the conference. **The application must be completed by the primary instructor. We can only accept a single bio for the primary instructor.** You must use your username (primary instructor's preferred



INSTRUCTOR PROPOSAL FORM

- Must use username and password to login to the proposal form
- Username and password must match instructor name

2024 ILEETA Conference Instructor Proposal

Event 2024 ILEETA Conference Instructor Proposal
30 May 2023 12:00 AM - 31 Oct 2023 11:59 PM
Location: St. Louis Union Station Hotel, St. Louis, MO

Enter registrant email

* Mandatory fields

Preferred Email

hhedden@wi.rr.com

CANCEL

NEXT

INSTRUCTOR INFO

- Your personal data is auto filled into the form
- Check to see that this info is current – **No All CAPS in any field**

<https://ileeta.wildapricot.org/event-5285232/Registration>

A

2024 ILEETA Conference Instructor Proposal

Event 2024 ILEETA Conference Instructor Proposal
30 May 2023 12:00 AM - 31 Oct 2023 11:59 PM
Location: St. Louis Union Station Hotel, St. Louis, MO

Ticket type 2024 ILEETA Conference Instructor Proposal

Enter registration information

* Mandatory fields

Preferred Email	<input type="text" value="hhedden@wi.rr.com"/>
Title/Rank	<input type="text"/>
First name	<input type="text" value="HARVEY"/>
Last name	<input type="text" value="HEDDEN"/>
Agency	<input type="text" value="ILEETA"/>
Agency Phone	<input type="text"/>
Fax	<input type="text"/>
Agency Email	<input type="text" value="HHEDDEN@WI.RR.COM"/>



COURSE TITLE

- Should tell the attendee what the course is about so they want to read more about it
- 65 characters maximum
- Good title influences attendance
- “The sizzle sells the steak”



COURSE LENGTH

- The most popular courses are the shorter ones
- Attendees want to get as much variety out of their conference week as they can
- 2 hour (1 hour & 45 minutes) blocks are repeated (you will present them twice)
- 8 hour blocks generally reserved for certification courses



COURSE PREREQUISITES

- All attendees are trainers and educators
- Our purpose is to train the trainer and not the end user
- It is OK to require that the attendee be an instructor in the discipline you are teaching, e.g. live fire class attendee should be a firearms instructor. If LE only state why in comments (last field)
- Equipment needed – include in comment section



CERTIFICATION COURSE

- Why does this training need to be a certification?
- What will the person who completes the course be able to do that they could not if they just attended the instruction?
- Who/What administers the certification?
- Will an attendee be willing to spend 20% of their conference on this subject?



CERTIFICATION COURSE

- Certification requires attendee demonstrate knowledge and/or competence
- Certification usually requires recertification at some time – what is that period?
- Course fee is only intended to help cover cost of materials and certification



CERTIFICATION COURSE

- Attendees pre-register for certification courses
- ILEETA can take online registrations or you may designate a point of contact for the course
- If ILEETA takes registrations we will send you a spreadsheet of your attendees several weeks in advance of the conference so that you may contact them and know how many you may expect



PRE-CONFERENCE CERTIFICATION COURSEWORK

- Registered attendees are sent materials that are to be completed prior to the conference class
- May include cognitive testing
- Saves valuable conference hours

Customer Based Policing Instructor



Created by Lt. Harvey Hedden



CLASSROOM AND EQUIPMENT

- We provide projectors, cart, speakers, screen for each classroom
- Please bring your own laptop
- We have available flip charts and markers upon request
- Use of public address is very limited because of adjacent classes
- WiFi also limited, consider bringing your smartphone as a hot spot



SECONDARY INSTRUCTOR

- Generally for safety in hands on classes such as live fire and DT
- We anticipate the instructor should be able to conduct a lecture class without support
- Do not look at this as an opportunity to get your buddy a tuition waiver

Secondary Instructor
Requested

- ☐ ILEETA Member (required for tuition waiver)
- ☐ Necessary to provide safety in hands on class
- ☐ Necessary for instructional content
- ☐ Not an ILEETA Member and will only be assisting in my class

Check those that apply. Not intended to get a friend free conference tuition. Requests for secondary instructor for a lecture format course may influence course selection.

Tuition Waiver for Secondary
Instructor

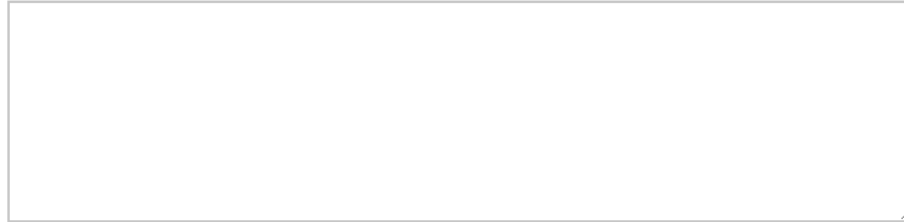
If requesting conference tuition waiver for instruction that is not hands on like DT or live fire, please describe why this person is



COURSE OBJECTIVES AND SYNOPSIS

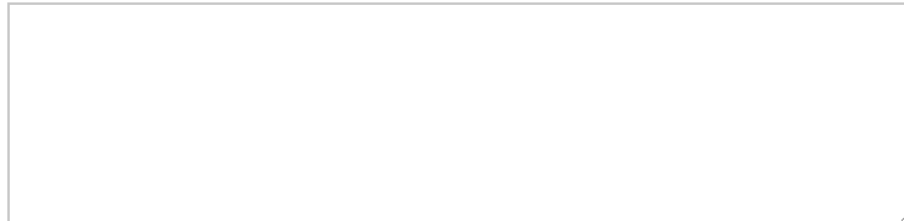
- This information is intended to aid the review committee is evaluating the proposal and is not distributed to attendees

* Course Instructional
Objectives - IMPORTANT

A large, empty rectangular box with a thin black border, intended for listing specific, measurable learning objectives for the course.

List the specific, measurable learning objectives for this course. The objectives must be measurable. Use terms such as List, Define, Identify, Demonstrate and Discuss and NOT Know, Learn or Understand.

* Course Synopsis -
IMPORTANT


A large, empty rectangular box with a thin black border, intended for describing in narrative form how the course objectives will be met.

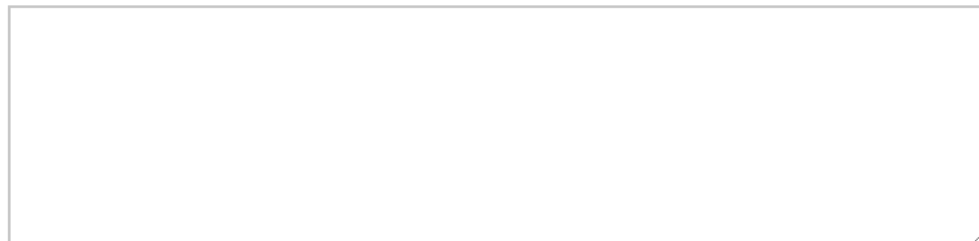
Describe in narrative form (not just an outline), how the course objectives will be met. It is not enough to simply restate the learning objective; you must describe how the objective will be met.



COURSE DESCRIPTION

- Goals and objectives, what will attendees take from the course
- 20% of proposals fail to follow the directions and must be corrected
 - **600 characters with spaces use MS-Word Review to count**
 - **Spell check your description**
 - **Single paragraph – no bullet points or lists**
 - **No all CAPS in any data field in this proposal including your personal data**

* Course Description -
IMPORTANT 600 Characters
w/ spaces limit 




Brief single paragraph of not more than 600 characters including spaces. No lists, bullet points and NO ALL CAPS. Form field may allow more characters but only the first 600 will be downloaded.

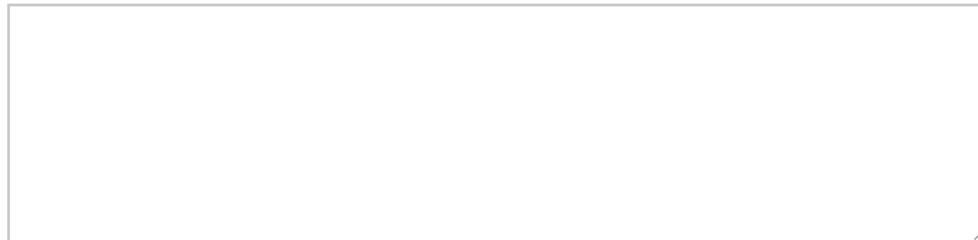
Admin view



INSTRUCTOR BIO

- **500 characters with spaces use MS-Word Review to count**
- **Spell check your bio**
- **Single paragraph – no bullet points or lists**
- Third person
- Why qualified to teach this subject
- Accomplishments, current responsibilities

* Instructor Bio - IMPORTANT
500 Characters with spaces
limit 



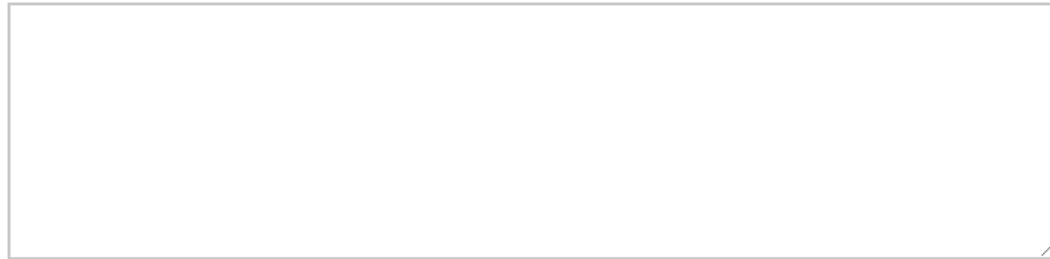
Provide a brief single paragraph bio for the primary instructor only in 3rd person. 500 characters including spaces for the program guide. If text exceeds this limit the proposal will not be accepted. Count/spellcheck. No lists/bullet points



REFERENCES

- This information aids the review committee in evaluating the course proposal
- References, courses taught for other groups, books, articles, extras the attendees will receive
- Personal references

Instructor References (if you
have not taught at an ILEETA
Conference before)



Provide 3 References who can best attest that you are qualified to teach this course (include name and phone number)



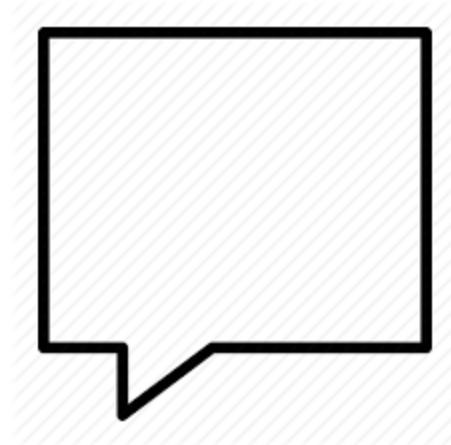
HANDOUT MATERIALS

- Positively influences proposal selection
- Helps the attendee when they return to work
- Aids in notetaking
- ILEETA will have no on-site duplication
- ILEETA will include digital handouts submitted in a conference dropbox file



COMMENTS SECTION


- Any information that may be valuable to the review of the proposal
- May include links but do not send attachments
- Note any unusual course requirements, availability issues during the conference week



PROPOSAL REVIEW

If you do not click confirm your proposal will not be submitted

2024 ILEETA Conference Instructor Proposal



Review and confirm

Event

2024 ILEETA Conference Instructor Proposal

30 May 2023 12:00 AM - 31 Oct 2023 11:59 PM

Location: St. Louis Union Station Hotel, St. Louis, MO

Ticket type

2024 ILEETA Conference Instructor Proposal

CANCEL

BACK

CONFIRM

Registration information

Preferred Email hhedden@wi.rr.com

Title/Rank ftghjfgh

First name Barbara

Last name Hedden

Agency ILEETA



IF YOUR PROPOSAL HAS BEEN SUBMITTED YOU WILL SEE THIS SCREEN

2024 ILEETA Conference Instructor Proposal

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30 May 2023 12:00 AM - 31 Oct 2023 11:59 PM
Location: St. Louis Union Station Hotel, St. Louis, MO

Ticket type 2024 ILEETA Conference Instructor Proposal

Event registration: Confirmation (Receipt)



Thank you for your registration!
Your registration is complete.
Below are your registration details.

Event registration data

Preferred Email hhedden@wi.rr.com

Title/Rank ftghjfg

First name Barbara

Last name Hedden

Agency ILEETA



UPON SUBMISSION

- Once you have submitted your proposal, you should receive an automated confirmation email within 24 hours
- Proposal selection will be completed and notifications made by December 1



YOU HAVE BEEN SELECTED

- Make sure you can still attend
- Get it together
- Digital handouts
- Contact with me by e-mail/phone
- If you know you must cancel let us know ASAP



QUESTIONS? NEED HELP?

- Harveyh@ileeta.org

