

Sample Template: Blended Learning Promotional Material for an Internal Audience

All sponsors must submit a copy of their promotional materials. Some examples include:

- Invitation
- Brochure
- Catalog of course
- Web site screen shots
- Postcards
- Email
- Announcement letters

When submitting the promotional materials with your application, label all required elements as shown in the following sample template:

1. Learning objectives
2. Instructional delivery methods
3. Recommend CPE credit and recommended field of study
4. Prerequisites
5. Advance preparation
6. Program level (for optional internal courses only)
7. Program description (for optional internal courses only)

Learning objectives can be addressed in a variety of ways from a descriptive paragraph to a bulleted list.

Instructional delivery method should be specifically identified as the NASBA-approved delivery methods: Group Live, Group Internet Based, QAS Self Study, Nano Learning and Blended Learning.

Prerequisites must be specific. If there are no prerequisites, state "none" on the promotional materials. Programs classified as intermediate, advanced and update inherently build upon a prerequisite experience or education.

Advance preparation should be specifically stated. If there is none, state "none" on the promotional materials.



Promotional Materials (Internal Only)

New Manager Training

This five-day session is intended for all new managers to simulate certain scenarios that a new manager encounters in serving clients or prospective clients. 7

Participants will:

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- Identify key roles and elements in preparing a proposal for a prospective client.
- Identify elements required to prepare for a team planning event.
- Compile significant issues identified in simulation of the team planning event.
- Apply critical thinking to determine how to respond to circumstance presented in case scenario.

To reserve your seat call Learning & Development at 615-867-5309.

Participants will earn 48.0 CPE credits

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Fields of Study: Accounting, Auditing and Business Management & Organization

Additional Information

Prerequisites: Promotion from Senior 3 level to Manager.

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Advanced Preparation: Completion of self study program to familiarize participant with the case scenario used in training session.

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Program Level: Intermediate

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Delivery Method: Blended Learning

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Best of the Best is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.