The SpotLight Trainer Series is a new quarterly training initiative, wherein IT Training Specialists identify NIFA staff who are versed in a particular work-related area (Microsoft Office, CREEMS, etc.), and are interested in facilitating training.

Trainings will be 60 minutes in length. NIFA Training Staff will work closely with you to develop course material for a 1 hour classroom training that YOU will facilitate. To include:

* Learning objectives
* Job aids and hand-outs
* PowerPoint presentation
* Agency-wide promotion
* Room reservation
* Helpful techniques for facilitation and deliver

To be considered, please fill out the information below, and submit to the IT Training Specialist as soon as possible.

**Name, Position Title, Department** (i.e. Jane Doe, Program Analyst, IPPT/OIT):

July 2018

Jane Doe – Program Specialist, IYFC

**Program or Software you are versed in, and are interested in developing training for:**

GIS - Geographic Information Systems

**How often do you use this program/software, and it what capacity:**

Daily

**Give a brief description on what you think are most important for people to understand about this program/software:**

Introductory on how NIFA programs use GIS:

* 4-H Data – REEIS:
	+ Collection
	+ Manipulation
	+ Analysis

\*tentative date 7/26\*