Teaching Opportunity

Open Learning and Educational Support (OpenEd), University of Guelph is recruiting for an instructor with a passion for teaching, and the academic knowledge and experience to facilitate the online course Performance Management Fundamentals, one of three courses offered in the Certificate in Coaching for Leadership.

Position Description

We are looking for an instructor to facilitate the Performance Management Fundamentals course in the Fall 2019 semester. The course begins on Monday, September 16 and concludes on Sunday, November 10, 2019.

We provide our students with an engaging, relevant learning experience where they can immediately apply the acquired skills and concepts learned in the course towards a variety of industries and careers—such as senior leaders, managers, supervisors, human resource professionals, project managers and organizational consultants. In this course, students will learn about performance management, the defining and communicating of expectations, and how to offer developmental feedback. They will also learn how to move from theory into action.

As an OpenEd instructor, you are required to facilitate the instruction and learning of the current course using the tools available in the course website, moderate online discussions and engage students by providing discussion prompts and asking questions, provide support material, and regularly interact with students through the course announcements and discussion forums to deliver an engaging learning experience.

Course Details

Overview

Employee engagement and performance management are essential drivers to organizational effectiveness. By building high-trust relationships and focusing on developing your leadership skills using coaching and communication, you will be well positioned to develop a workplace culture where employees and the organization will benefit from increased employee engagement and performance.

About the Certificate in Coaching for Leadership

The Coaching for Leadership certificate program is an innovative online non-degree program that extends the University's knowledge and expertise in leadership development. This unique and innovative program encourages leaders to take on the role of the coach, reflecting a fresh approach to leadership development. Using technology to facilitate face-to-face practice coaching conversations, the Coaching for Leadership certificate program can be customized to meet the learning and development needs of employees within an organization.
Course Description

Leadership is key to a successful coaching culture. This course explores the expectations, accountability process, and key skills for leadership success. Participants will analyze the performance management cycle and apply coaching skills that assist in identifying and achieving performance objectives.

Learning Outcomes

Upon successful completion of the course, students will be able to:

- Identify key aspects of a performance management cycle
- Develop an example of behavioural based performance expectations and their measurement
- Demonstrate the Observation, Impact© Model of positive and developmental feedback
- Analyze the value of developmental feedback to improving performance
- Develop an action plan to bridge specific performance gap(s)

Course Format

The Performance Management Fundamentals course is a non-degree course. The course is eight weeks in length and is delivered entirely online through the University of Guelph’s learning management system (Brightspace by D2L). The course is fully facilitated by an instructor, and all students begin and end the course together.

Responsibilities

- Encourage student learning by creating a supportive online community
- Establish a presence in the online classroom and communicate effectively with students
- Share real-world experiences and provide examples that demonstrate your expertise in the topic area and meet the needs of the learners currently taking the course
- Provide feedback to students by engaging in online discussions and answering questions
- Working from the existing course, complete a review and provide revisions for the course outline, materials list, and course website
- Grade all assignments and quizzes following the rubric/grading criteria in the course outline and provide appropriate feedback on submitted work

Qualifications

- A university degree from an accredited institution with expertise in the subject area
- At least three years’ work experience in organizational development or a related field
- Exceptional written communication skills including the ability to effectively communicate with students using tools such as email, Skype and web-conferencing
- Teaching experience in an online environment—you show a dedication to teaching and learning, and are committed to quality teaching and delivering courses online
- Previous participation in an online course as a student—you have first-hand experience as a student in an online class
- A commitment to meeting timelines—you can balance the competing priorities for your time and ensure they do not interfere with delivering the course
A level of confidence with computer technology and the ability to master a learning management system—you have the ability and desire to learn the software required to successfully facilitate an online course

Access to the internet and computer technology to participate in the course, including access to audio and video equipment and software—you have the equipment to participate and facilitate an online course successfully

**To Apply**

If you are interested in this position, please respond by sending a resume/CV with a cover letter that outlines your education and experience, how you meet the stated qualifications, and why you want to teach in this online continuing education course.

Resumes must be submitted by **Monday, July 22, 2019** to:

Jessica Martin  
Open Learning and Educational Support  
University of Guelph  

[Email Jessica Martin](mailto:(Jessica.Martin@uoguelph.ca))

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**Continuing Education at OpenEd**

Continuing Education at OpenEd provides innovative, high-quality professional development programs that reflect the unique teaching expertise and research strengths of the University of Guelph. We offer over 100 courses delivered to students in 26 countries, creating a network of learners who bring a rich, diverse cultural experience to our courses and programs.