



# ASQConnEx EXPERT VETTING PROCESS

## 1 PREP 1

- ASQ will send you the course content and all necessary materials.
- You will study and prepare questions for the Train the Trainer (TTT) Content Review.

## 2 TRAIN THE TRAINER

- We will schedule the TTT in WebEx or Zoom, familiarity with both is important!
- A Subject Matter Expert (SME) will guide you through the course: outline, objectives, audience, materials, activities, course design, etc.
- You are encouraged to ask questions about the content and delivery areas of focus.
- The SME will provide your Teach Back (TB) assignment.

## 3 PREP 2

- You will study for your TB assignment, which is individualized and consists of both technical and soft skill topics.
- Set your own prep schedule so you can feel confident going into the TB.

## 4 TEACH BACK

- We will schedule the TB in WebEx or Zoom.
- You will prove you know the content, can teach it well, and successfully engage students. You will be evaluated by the same expert from your TTT and ASQ staff, who will serve as students.
- Evaluation rubric includes instructional preparation, class management, delivery, assessment, professionalism, and expertise.

## 5 FINAL DECISION

- After the TB concludes, the SME and ASQ staff will debrief utilizing the evaluation rubric.
- You will not be included in the debrief, but will be contacted within a week regarding next steps.