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| *Business Purpose* | Rogers Aerospace Engineering is a growing corporation with locations in several states across the United States. The Research and Development department has approximately 60 engineers, with 35% of those being new to R&D. To protect any novel technical solutions, the leadership would like a course developed for new employees to understand the invention disclosure process for the organization.  |
| *Target Audience* | New employees involved in research and development activities |
| *Training Time* | 120 minutes |
| *Training Recommendation* | It is recommended this course be virtual instructor-led training (VILT). The content of this course is prone to questions, and this format enables learners to ask the Facilitator questions as they arise. The learners are separated geographically, so this method saves time and money on travel to one site. |
| *Deliverables* | PowerPoint deck Facilitator’s GuideParticipant Guide |
| *Learning Objectives* | 1. Recognize what constitutes an invention.
2. Identify the information required for a Disclosure Process form.
3. Recall the four-step procedure of the Invention Disclosure Process.
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| *Training Outline* | * Welcome
* Introductions/Icebreaker
	+ ACTIVITY: Learners are asked to respond in the chat to given questions from Facilitator.
* Objectives
* Introduction to the Invention Disclosure Process
	+ - Importance of generating and protecting novel methods and apparatus.
		- Overview of the Invention Disclosure Process and its role in an organization’s research and development efforts.
* Understanding Inventions
	+ - ACTIVITY: Learners will be asked to enter types and/or examples of inventions in a form to create a word cloud on Mentimeter.
		- Defining inventions and their forms.
		- Recognizing the significance of seemingly obvious inventive ideas.
		- Examples showcasing the combination of multiple inventions in technological advancements.
* Invention Disclosure Form: A Closer Look
	+ Overview of the Invention Disclosure form and its contents.
	+ Best practices in gathering information for the form.
	+ Role of Intellectual Property Managers in reviewing and submitting disclosures.
* Invention Disclosure Process Step-by-Step
	+ Step 1: Developing an innovative solution to a technical problem.
	+ Step 2: Documenting the solution on the Invention Disclosure form.
	+ Step 3: Submitting the completed Invention Disclosure form to Intellectual Property Managers.
	+ Step 4: Evaluation and determination of protection methods by the IP Committee.
	+ Step 5: Possible outcomes and protection methods.
* ACTIVITY – Break-out rooms to discuss each step in-depth. Each group will be assigned a step and will present afterwards their collective ideas from guiding questions.
* Q&A and Discussion
	+ Addressing participant questions, concerns, and real-life scenarios related to the Invention Disclosure Process.
* Summary
* Assessment
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| *Evaluation Plan* | Learners will have a Level 2 assessment - five (5) questions to address all objectives. A Google Form containing the questions will be available in the chat for learners to access, complete, and submit. They are asked to complete the assessment before exiting the Zoom session.  |