

Designing Curriculum

to Close the Skills Gap

July 22-23, 2025

Brookfield (Milwaukee), Wisconsin



Join Us in Milwaukee

www.ifebp.org/skills-gap

International Foundation
OF EMPLOYEE BENEFIT PLANS 

Who Should Attend

This program is designed specifically to meet the needs and interests of stakeholders involved in apprenticeship training and education funds in both the United States and Canada.

- Training directors/coordinators
- Trustees/joint apprenticeship and training committee (JATC) members who work with curriculum
- Instructors/instructional designers
- Educators from community and technical colleges

This program may be of special interest to small- or medium-sized training funds with limited resources who want a do-it-yourself approach to upgrading their curriculum.

SESSIONS AT A GLANCE

TUESDAY July 22, 2025	
8:00 a.m.-12:00 noon	Skills Gap and the DACUM System
12:45-4:30 p.m.	Occupational Analysis
WEDNESDAY July 23, 2025	
8:00 a.m.-12:00 noon	Program Development
12:45-4:30 p.m.	Assessment of Learner Achievement

Register by June 10, 2025 to save US\$300 with the early registration discount!



Visit www.ifebp.org/skills-gap to register.

Designing Curriculum to Close the Skills Gap

July 22-23, 2025

Brookfield (Milwaukee), Wisconsin

International Foundation Training Center

Hotel: Embassy Suites by Hilton Milwaukee Brookfield

Designing Curriculum to Close the Skills Gap is a two-day, hands-on workshop for those who work with apprenticeship programs in the United States and Canada. The workshop will help seasoned and new professionals improve the development, delivery and evaluation of learning in their apprenticeship programs. Upon completion, participants will understand and be able to apply a proven systematic approach, based on the Develop a Curriculum (DACUM) model, to deliver a more impactful apprenticeship program. As a participant, you will:

- **LEARN** how to improve apprenticeship program performance with greater learner efficiency, effectiveness and engagement
- **GAIN** a foundation in analysis to ensure your training initiatives are aligned and have the impact you and your program expect
- **COLLECT** data from subject matter experts to identify competencies and skills that will enable the achievement of program (business) goals
- **SEQUENCE LEARNING** to enhance learning transfer to the worksite
- **BUILD** a curriculum road map that will prepare your program for success today and in the future
- **QUICKLY** and **EFFICIENTLY** create learning content that expedites a learner's mastery of specific skills, enabling your program to meet the needs of your stakeholders
- **DETERMINE** expected performance levels of skills for successful employment and assess learning impact to drive continuous improvement.



PROGRAM SCHEDULE

TUESDAY | July 22, 2025

7:30-8:00 a.m.

Registration and Information

8:00 a.m.-12:00 noon

Skills Gap and the DACUM System

- Personal introductions
- Challenges facing apprenticeship programs
- Systems thinking and change
- Why traditional training fails
- Human performance gaps
- Rationale and history
- DACUM system components
- DACUM chart development

12:00 noon-12:45 p.m.

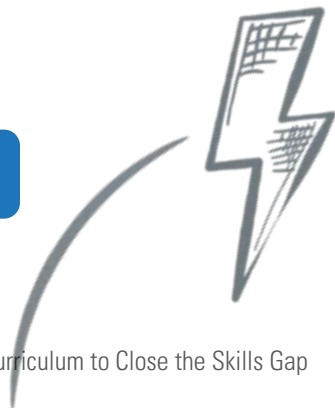
Lunch *(provided)*

12:45-4:30 p.m.

Occupational Analysis

- Brainstorming an occupation
- Establishing general areas of competence
- First skill band development
- Skill sequencing and structuring
- Application of rating scale

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WEDNESDAY | July 23, 2025

8:00 a.m.-12:00 noon

Program Development

- Program Development model
- Introduction to Program Development Grids (PDGs)
- Defining learning activities
- Selecting and developing learning materials

12:00 noon-12:45 p.m.

Lunch (*provided*)

12:45-4:30 p.m.

Assessment of Learner Achievement

- The learning process
- The Learning Evaluation model
- Evaluating learning
- Program administration

Workshop Leaders



R. Lance Hogan, Ph.D.

Professor
Eastern Illinois University,
Lumpkin College of
Business and Technology
Charleston, Illinois



Luke J. Steinke, Ph.D.

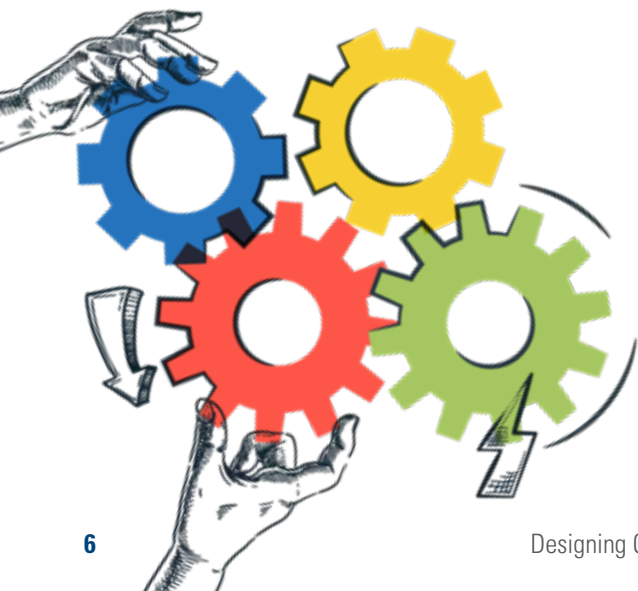
Professor
Eastern Illinois University,
Lumpkin College of
Business and Technology
Charleston, Illinois

Facility and Hotel

July 22-23, 2025

**Brookfield (Milwaukee),
Wisconsin**

All training sessions are held at the International Foundation Training Center in Brookfield, Wisconsin. Located just west of downtown Milwaukee, the International Foundation headquarters provide a secluded yet convenient location. Hotel accommodations are provided by Embassy Suites by Hilton Milwaukee Brookfield, located four miles from the training center. A complimentary shuttle is provided for transportation between the hotel and training center.



Facility and Hotel

Hotel Information

Embassy Suites by Hilton Milwaukee Brookfield

1200 South Moorland Road, Brookfield, Wisconsin 53005

Reservation Deadline: June 21, 2025

Rate: US\$139 standard king suite single/double occupancy

Hotel Accommodations: Please visit our Hotel/Travel tab at www.ifebp.org/skills-gap-hotel to book your hotel reservations online.

Hotel Cancellation Policy: A fee of one (1) night room rate plus tax will be charged for reservations cancelled with 48 hours prior to arrival.

For hotel questions, contact the Registration Department at (888) 334-3327, option 2, or edreg@ifebp.org.

Note: Hotel room availability is not guaranteed outside of scheduled program dates.

Find the hotel across the street from Brookfield Hills Golf Course and one mile from upscale shopping and dining at Brookfield Square. The Milwaukee County Zoo, American Family Field, Wisconsin State Fair Grounds and downtown Milwaukee are within a ten-minute drive. Enjoy the hotel's free breakfast and indoor pool as well as a complimentary evening reception.



Apprenticeship Resources

Financial Skills for Life

www.ifebp.org/skills-for-life

In this virtual course that helps apprentices build a solid financial foundation, students will learn how to:

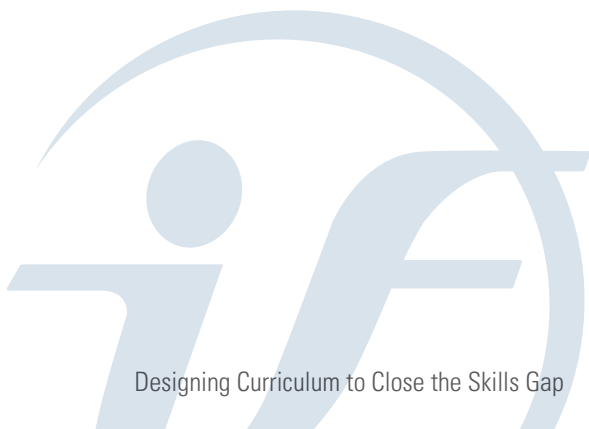
- Understand banking
- Create and adjust a budget
- Start an emergency fund
- Save for retirement
- Fund major purchases
- Compare types of debt
- Assess the risks of credit cards
- Create a debt repayment plan
- Understand credit scores
- Use insurance coverage
- Protect against identity theft.


Apprenticeship Toolkit

www.ifebp.org/apprenticeshipresources

The International Foundation offers additional resources to support training directors, program coordinators and labor/management trustees.

- Apprenticeship news
- External resources
- Articles, papers and research
- Training for your participants
- Educational opportunities for plan sponsors
- Apprenticeship Program Answer Guide





71st ANNUAL Employee Benefits Conference

November 9-12, 2025

Hawai'i Convention Center | Honolulu, Hawai'i

Preconferences: November 7-9

**Join us at the premier learning event
bringing together nearly 5,000 employee
benefits peers from across the country.**



Register Now at

www.ifebp.org/usannual



Institute for Apprenticeship, Training and Education Programs

January 12-14, 2026

Caribe Hilton San Juan | San Juan, Puerto Rico

Preconference: January 11, 2026

The **Institute for Apprenticeship, Training and Education Programs** offers education on efficient trust fund management and best practices for apprenticeship programs in the United States and Canada. This conference will tackle the current and significant issues affecting your program, offering the insights you need for future planning. Join your peers in San Juan to learn from experts, share ideas, and discuss opportunities and lessons learned, ensuring you return with actionable plans to implement.

Virtual option available!

Caribe Hilton San Juan

Built as the first international Hilton hotel, this gem of the Caribbean has been dazzling guests since 1949. Nestled between 17 acres of tropical gardens, the Caribe Hilton offers a private beachfront location, oceanfront swimming pools, a full-service spa and a fitness center. Wind down your day by dining at one of the nine on-site restaurants or the cocktail bar. If you're looking to venture off to explore, Caribe Hilton is conveniently located only a short distance from historic Old San Juan, as well as the shops, restaurants and museums of Condado.

**Make Your Plans
and Register Now!**

Watch **[www.ifebp.org/
apprenticeshipinstitute](http://www.ifebp.org/apprenticeshipinstitute)**
for more information.

REGISTRATION

Register today at www.ifebp.org/skills-gap.

CONFERENCE REGISTRATION FEES

Early registration ends June 10, 2025.

Early registration	Member: US\$1,460 Nonmember: US\$1,680
Regular registration	Member: US\$1,760 Nonmember: US\$1,980

CONFERENCE REGISTRATION FEE INCLUDES

- Lunch and refreshment breaks
- Comprehensive take-home materials
- *DACUM: The Designer's Guide to Curriculum Development*
- Networking opportunities

POLICIES

Cancel and transfer fees are based on registration fee paid: 60+ days of meeting is 10%; 31-59 days of meeting is 25%; within 30 days of meeting is 50%. Registration fee is forfeited once the program commences. For details, see www.ifebp.org/policies.

CONTINUING EDUCATION CREDIT

Continuing education (CE) credit for professions and designations MAY be available for attendance at live sessions. You must request CE credit on your program registration at least 60 days prior to the beginning of the program so that the Foundation can seek preapproval from the governing agency. More information is available at www.ifebp.org/ce.

Note: Requests made for CE credit do not guarantee administration of credit. For further information on CE credit, please call (262) 786-6710, option 2, or email continuinged@ifebp.org.



Educational sessions at this program can qualify for self-reported CEBS® Compliance credit. Visit www.cebs.org/compliance for additional information.



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