



GUIDELINES TO COLUMN FORMAT

TITLE OF PROGRAM: _____

SPONSORING ORGANIZATION: _____

SPEAKER/FACULTY: _____

PROGRAM DATE: _____

LEARNING OBJECTIVE	EXPANDED CONTENT OUTLINE	TIME ALLOTTED	FACULTY/SPEAKER	TEACHING/LEARNING METHOD	EVALUATION/ FEEDBACK
Statement of Program <i>objective #1</i>	Brief outline of content related to <i>objective # 1</i>	Time allotted to <i>this content</i>	Faculty/Speaker to present <i>this content</i>	Methods Used to present <i>this content</i> and help learners meet <i>objective #1</i> Examples: Lecture PowerPoint presentation Participant feedback	Methods used to assess learning for <i>this objective.</i> Examples: Large/small group discussion Recall of facts Q & A
Statement of Program <i>objective #2</i>	Brief outline of content related to <i>objective # 2</i>	Time allotted to <i>this content</i>	Faculty/Speaker to present <i>this content</i>	Methods Used to present <i>this content</i> and help learners meet <i>objective #2</i> Ex: See above	Methods used to assess learning for <i>this objective.</i> Ex: See above
Etc.	Etc.	Etc.	Etc.	Etc.	Etc.