Event Title

[*Planning Education Events Toolkit*](http://www.community-networks.ca/toolkit-for-planning-education-events/) Summary Template

Step 1: Explore the Requirements

| Characteristic | Your Target Audience |
| --- | --- |
| Anticipated/ideal group size |  |
| Sector |  |
| Occupation/Role |  |
| Geographic range |  |
| Education level |  |
| Level of experience in the topic |  |
| Previous training related to the topic |  |
| Main challenges learners face related to the topic |  |
| Learners’ feelings about attending training |  |
| Context(s) in which learners work |  |

* What information do we already know in terms of what the learner’s needs are?
* How might we collect the information we are lacking?
* What resources do we already know we have and/or could access?
* Any other limitations or constraints we need to consider?

Step 2: Use an Outcomes-Based Design

|  |  |  |  |
| --- | --- | --- | --- |
| IntendedOutcomes | AssessmentTasks | ProcessSkills | Conceptsand Issues |
| *What do learners need to be able to* ***DO*** *“in their work” that we’re responsible for addressing “in the training session”?**For example, post-session performance.* | *What will learners do in the training to demonstrate* ***evidence*** *of what they can do?**For example, in-session evidence of performance – assessment of tasks.* | *What* ***skills*** *must the learner master to demonstrate what they can do?**For example, specific acts, ability to do tasks – process skills.* | *What must the learner* ***understand*** *to demonstrate what they can do?**For example, specific facts, patterns, values, motivations – concepts and issues.* |
|  |  |  |  |

Step 3: Consider the Delivery Method

| Type of delivery | Benefits | Drawbacks | Who’s doing it this way? |
| --- | --- | --- | --- |
| **Face-to-face (F2F)** |  |  |  |
| **e-learning** |  |  |  |
| **Blended learning** |  |  |  |

Step 4: Structure the Agenda and Activities

**Pre-session Preparation:** What participants will review well in advance of the session.

**Session Agenda:** Remember to ensure a mix of learning activities to address different styles

|  |  |  |
| --- | --- | --- |
| Time | Activity | Notes to Remember |
|  |  |  |

**Post-session Follow-up:** What participants will review after the session to reinforce the learning outcomes

Step 5: Construct the Evaluation

What do we want to know or be able to say after the data is collected and analysed:

* Session Evaluation (i.e., at end of the event)
* Evaluating Knowledge Transfer (i.e., follow ups some time after the event)

Step 6: Manage the Event Logistics

Review lists in toolkit appendix to ensure all have been addressed