

Objectives

- Identify ways to assess educational needs
- Describe development of learning objectives
- Describe process to develop and organize agenda and content
- Identify various approaches to education (written, hands on, classroom, etc.)
- Describe importance of evaluation process for educational events

What is the need? How do you know?

Needs assessment

Survey

Identified problem

Competencies



Understand Your Audience

- Physicians
- Nurses
- Board Members
- Community
- One topic might require more than one presentation
- Things to consider
 - Educational background
 - Understanding of subject matter
 - Type of teaching most suitable

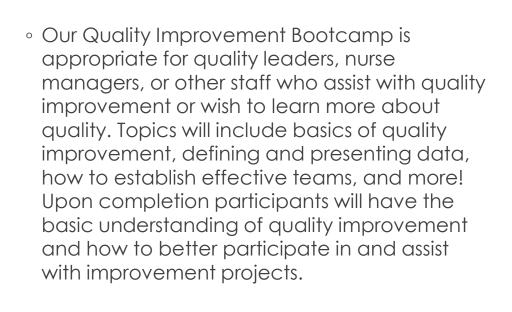
You know the need, you know the audience.
Now what?

Set your goals

- General statement of purpose
- What participants will gain
- What they will be able to do when education completed

Develop learning objectives

- Learner centered
- Clearly identify what participants will be able to accomplish at the end of presentation
- NOT the full agenda
- NOT objectives of the presenter



Statement of Purpose

Learning Objectives

Use action verbs - list, complete, describe, Identify....



Avoid non-specific verbs – understand, know, be comfortable with, recognize

How would you measure these?

How would they demonstrate knowledge?

Examples:

- Upon completion participants will be able to:
 - List supplies needed to make PB&J
 - Identify four uses for duct tape
 - Recognize the difference between vanilla and chocolate ice cream

How will training be delivered?

Is written education with post test appropriate?

Will a video be more helpful?

Does this require hands on competency

Are multiple delivery methods required?

Logistics



IS IT INDIVIDUAL TRAINING OR A GROUP?



IF A GROUP, WILL IT BE SEVERAL GROUPS OR ONE BIG ONE?



DIFFERENT SHIFTS?



HOW LONG WILL IT



WHAT SUPPLIES ARE NEEDED?



HOW TO TRACK



WILL YOU PROVIDE FOOD?



REGISTRATION?

Evaluation

What went well?

What could be improved?

How were facilities?

Did they learn what they thought they would learn?

Did they have unanswered questions?

What other needs do they have?

Anything else that would be useful? Other topics of education?



Debriefing

- Instructors reflect on training
 - What went well?
 - What could be better?
 - What was left out?
 - Do they think it was effective?
 - How to get better engagement?

Homework



Identify small task that you are proficient at

- Making jello
- How to make ice cream sundae
- How to make peanut butter and jelly sandwich

2

Develop brief statement of purpose

3

Develop at least 3 learning objectives

