Policy 2.5

Content Outline Worksheet

OBJECTIVES	CONTENT (TOPICS)	TIME FRAME	PRESENTER	TEACHING METHOD
Learner oriented outcomes: • Competency based and measurable • Begin with behavioral/competency verbs • Specify one action or outcome per objective Objectives should be limited to one to two per hour	Outline or description of content to be presented for each objective	Include time for • Each presenter • Q/A • Evaluation Do not include time for welcome, introductions, breaks, meals If a speaker presents during a meal, include actual presentation time only	List the presenter for each topic with affiliation	Examples include: • Case studies • Q/A or ARS • Panel discussion • Lecture o With/without slides • Demonstration & Return demo • Other Handouts (describe) Should be interactive – based upon adult learning principles.
Example				
Objective 1 ncorporate non-pharmacological methods for pain control	Non-pharmacologic pain control • Message • Hot and/or cold compresses • Range of motion (physical therapy) • Relaxation • Guided imagery Q/A	11:00 – 11:50 am 40 minutes 10 minutes	William Smith, MD Professor of Pain Management University of Education	Lecture with handout of slides Q/A

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