### Learning Event Title

Revision Date

**Overview:** Describe the highlights of the learning event, including the story behind its development.

**Delivery Options:** Describe if this learning event will be delivered online, face-to-face onsite, or blended.

**Preparation**: Describe what learners will need to bring with them the day of the learning (e.g., laptops, prework).

**Needs Analysis:** Describe what informed the development of this learning event.

**Competencies:** Link competencies that this learning event will help support.

**Audience:** Describe who the target audience is. What competencies do they already need to possess and demonstrate prior to attending?

**Pre-Work:** Describe any placement assessments or materials that need to be completed prior to the course.

**Learning Environment Requirements:** Describe what equipment, room set up, technology, facilities, software versions, and access that will be required for a comfortable, productive learning experience.

**Requirements for Successful Completion and CEUs**: Describe what the minimum requirements are for successful completion (e.g., attendance, cut off on assessments, etc.) as well as how CEUs are determined.

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| Day One (Timeframe) |

| Unit/Lesson Name | Time Allotted | Needs Analysis/Content Description | Learning Outcomes | Instructional Methods/Materials | Assessment Methods and Successful Performance Criteria |
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