

Aspire Course and Event Review Planning Template

1. Course Overview

Title:

PD Type:

PD Level:

Description:

Please provide a 1-paragraph description of your training session. What content will you cover? What will participants get out of the session?

Goal:

Please provide a general statement(s) that describes the knowledge and/or skills participants will gain upon completing this course.

Learning Objectives:

Identify specific and measurable actions that participants should be able to demonstrate that the goal has been met. Consider starting with the phrase: "By the end of this session, participants should be able to..."

2. Competency Areas

Course Category: Choose an item.

Course Hours:

(This should reflect the amount of instructional time the course covers and should not include meals, breaks, etc.)

CBK Core Competency Area(s):			OCFS Topics:		
1. Child Growth and Development:	Hours:		1. Principles of Childhood Development	Hours:	
2. Family and Community Relationships	Hours:		2. Nutrition and Health	Hours:	
3. Observation and Assessment	Hours:		3. Child Day Care Program Development	Hours:	
4. Environment and Curriculum	Hours:		4. Safety and Security Procedures	Hours:	
5. Health, Safety and Nutrition	Hours:		5. Business Record Maintenance and Management	Hours:	
6. Professionalism and Leadership	Hours:		6. Child Abuse and Maltreatment Identification and Prevention	Hours:	
7. Administration and Management	Hours:		7. Statutes and Regulations pertaining to Child Day Care	Hours:	
	Total CBK Hours:		8. Statutes and Regulations pertaining to Child Abuse and Maltreatment	Hours:	
			9. Education and Information on the Identification, Diagnosis and Prevention of Shaken Baby Syndrome	Hours:	
				Total OCFS Hours:	

3. Instructional Plan

Prerequisites (optional)

List any prerequisites or advanced preparations required for participants of this training.

Diversity/Inclusion (optional)

Briefly explain how cultural diversity and inclusion will be addressed within this training.

Outline of Training Content, Training Methods and Training Timeline

(required for multi-session courses):

Does the content reflect and support the objectives? Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.

Training Activity (optional)

Do the activities reflect and support the objectives? Give an example of an activity that will be used during the training.

Assessment of Learning Objectives (optional)

How will you evaluate what participants have gained from your session? Please provide an example that relates to your learning objectives.

Training Material List (optional)

Provide a list of materials (flip chart, video, books, etc.) needed for the training.

Training Evaluation (optional)

How will you collect and utilize feedback from your session? Please provide an example.

Major Resources Used to Develop Training (optional)

Do the resources reflect current knowledge and support evidence based practice, including diversity and inclusion? Provide titles, authors and sources.

PROFESSIONAL DEVELOPMENT PROVIDER(S):

Aspire ID(s):

Name(s):

ADDITIONAL COURSE DETAILS

Target Audience:

- Teachers
- Parents

- Administrators
- Parent Educators

- Family Child Care Providers
- PD Providers
- Other: [Click here to enter text.](#)

Developmental Focus:

- Infants
- Kindergarten through Grade 2
- Secondary (High School)

- Toddlers
- Grade Three through Five
- Adults

- Preschoolers (3-5)
- Middle (6th-8th grade)

ASSESSMENT AND INSTRUCTIONAL METHODS

Assessment/Evaluation:

- Pre/Post Test
- Self-Report
- Q&A
- Demonstration
- Demonstration After
- Assignment
- Other:

Instructional Methods and Techniques:

- | | | |
|--|---|---|
| <input type="checkbox"/> Case Scenarios/Case Studies | <input type="checkbox"/> Lecture | <input type="checkbox"/> Small Group Discussion |
| <input type="checkbox"/> Demonstration and Practice | <input type="checkbox"/> Panel Discussion | <input type="checkbox"/> Task Exercises |
| <input type="checkbox"/> Games/Activities | <input type="checkbox"/> Power Point Presentation | <input type="checkbox"/> Teach Back/Presentations |
| <input type="checkbox"/> Handouts | <input type="checkbox"/> Q&A | <input type="checkbox"/> Video/CD/DVD |
| <input type="checkbox"/> Hands-on Activities | <input type="checkbox"/> Reflection | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Large Group Discussion | <input type="checkbox"/> Role Play | |