

**Title:**

Program Planning 101

**Keywords:**

event planning and programs

**Purpose:**

The purpose of this presentation is to share best practices in developing programs that are relevant to your target audience.

**Summary:**

Need ideas for creating an exciting local program? Attend this session to see how your group can evaluate your audience to deliver relevant topics at events.

**Final Number:**

CD 03

**Slot:**

CD 03: Thursday, September 25, 2014: 1:15 PM-2:30 PM

**Learning Activity:**

<b>LEARNING OBJECTIVES</b>	<b>EXPANDED CONTENT OUTLINE</b>	<b>TIME ALLOTTED</b>	<b>FACULTY/SPEAKER</b>	<b>TEACHING/LEARNING METHOD</b>	<b>EVALUATION/FEEDBACK</b>
<b>Example</b> Critique selected definition of the term, "curriculum"	<b>Example</b> Definitions of "curriculum"  Course of study Arrangements of instructional materials The subject matter that is taught Cultural "training"	<b>Example</b> 20 minutes	<b>Example</b> Name, Credentials	<b>Example</b> Lecture PowerPoint presentation Participant feedback	<b>Example</b> Group discussion: What does cultural training mean to you?

	Planned engagement of learners				
Learn how to evaluate potential audiences to develop relevant program topics	Learn how to evaluate potential audiences to develop relevant program topics	25 minutes	Sabrina Collins-Christie	Lecture, PowerPoint presentation, participant feedback	Group discussion
Understand the logistics of planning a successful in-person event or program	Understand the logistics of planning a successful in-person event or program	25 minutes	Sabrina Collins-Christie	Lecture, PowerPoint presentation, participant feedback	Group discussion
Discover event-planning resources	Discover event-planning resources	25 minutes	Sabrina Collins-Christie	Lecture, PowerPoint presentation, participant feedback	Group discussion