

PLANNING A TEACHING EVENT — WORKSHEET

Educator name: _____

When and where the teaching will take place:

Date _____ Time _____

Location _____

Agency name _____

Contact/host person _____ Phone _____

Type of teaching contact:

One-time group Attended walk-by Multi-session group Individual

Other: _____

Educational project: _____ Expected number of participants _____

Needs Assessment (What do your learners need or want to know?):

Concept(s) that will be taught:

Learner Objective (What will your learners know or do after the lesson?):

Recommended teaching materials that will be used: (refer to 'recommended teaching materials at-a-glance' on WNEP website under 'teach participants,' <http://www.uwex.edu/ces/wnep/teach/index.cfm>; if nothing seems available or appropriate contact a WNEP specialist or advisor)

Food samples (must be necessary and reasonable for lesson) [ignore if no food samples will be offered]

Educational enhancements (must be necessary and reasonable for lesson) [ignore if no educational enhancements will be offered]

Evaluation plan (How will you know if you have made a difference?):

What will you do to ensure an inclusive learning environment?