

## 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 \_\_\_\_\_

### Description of the learners:

#### Client group:

Parents of young children

Adults, not parents

Youth (4 to 5)

Youth (5 to 11)

Youth (12 to 17)

Senior adults

### Expected number of participants \_\_\_\_\_

#### Ethnicity of learners:

African American

Native American

Hmong

Hispanic American

White or other

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

### Content that will be taught:

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

### Teaching materials that will be used:

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

### What will you do to ensure an inclusive learning environment?