

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 _____
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Description of the learners:

Client group

- Parents of young children Youth (5 to 11) Adults, not parents
 Youth (12 to 17) Senior adults

Ethnicity of learners:

- African American Native American Hmong
 Hispanic American White or other

Expected number of participants _____

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?):
