COURSE PROPOSAL/SPECIFICATION

COURSE NAME: Name of the Proposed Course

DESCRIPTION: This part should give a broad overview of the course. In doing so it will probably spell out:

- the format for the course (lecture, lecture discussion, workshop, lab, etc.)
- the kinds of exercises used, if any (small or large group, individual, role play, etc.)
- a one sentence statement of the objectives of the course.

RATIONALE/ BENEFITS OF ATTENDING: A statement of why this course is valuable both to the client and to the participants. It should also state what, specifically, the participant will take away from the session and apply back on the job that they did not have before the class.

TARGET AUDIENCE: Who should take the course? Where possible, specific job titles should be provided.

DURATION: Usually expressed in hours or days.

PREREQUISITES: This is self explanatory. Use both course completions, certifications, and experience levels, where appropriate.

This section should list behavioral objectives, i.e., what will the participant be able to **DO** at the end of the course. **FOR EXAMPLE:**

OBJECTIVES: At the completion of this workshop the participant will be able to:

- Identify six common …….
- Discuss the familiar concepts …….
- Bookmark those most important sections of the ……...
- Describe at least two ……..
- Familiarize their work group with the instructions for …….
- Fill out a "To Do" list of their most urgent action items related to ……..

MATERIALS: A complete list of materials. This will probably include, but is not limited to:

- Participants' Handouts
- Room Visuals (Flip Chart or White Board w/Markers, etc.)

- Overheads and Projector
- Internet Access requirements
- Consumable Supplies (markers, envelopes, lab supplies, etc.)
- Course Evaluation forms
- Other Handouts
- Any Video Tapes Used