



# **Continuing Education Activity Plan** **Instructor's Form**



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**Note:**

This form is to be completed by either the instructor or RID Sponsor and attached with the Sponsor form. The RID Sponsor will forward the completed Activity Plan to the RID National Office at least 30 days in advance of the activity.

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RID Sponsor Name: \_\_\_\_\_

Presenter/Instructor Name (Please attach bio & résumé): \_\_\_\_\_

Date(s)/Time of Activity: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Level of Participant's Prior Knowledge of Topic:

Little/None       Some       Extensive       Teaching

Target Audience: \_\_\_\_\_

Workshop/Course Description:

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Educational Objectives (List specific observable actions by participants that will demonstrate comprehension and integration of information presented):

Core principles include:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Media/Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

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Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)

Will use the RID evaluation form.