 Completing an Educational Planning Table for CNSW Activity

**Educational Objectives:** Specific objectives for the learning activity are developed collaboratively by the planners and Faculty/Presenters (if applicable) and must relate to the purpose of the activity. When writing meaningful, actionable, and measurable learning objectives, think about what you want the learner to do with the information presented in relation to how they treat or manage patients, or in relation to the scope of their daily practice/activities. Do you want them to think about it, comprehend it, or act on it? **Note:** Typically, your faculty will review, describe, and discuss information. Whenever possible, these verbs should not be used when writing actionable learning objectives. Generally, for a 60-minute activity (1.0 contact hour), one to two objectives OR one objective per faculty/presenter is recommended.

**Content:** List the content for each objective on the Educational Planning Table. **Outline** the content associated with each objective. Content must:
- Be congruent with purpose and objectives
- Include details beyond a restatement of objectives
- Reflect the intent of the objectives
- Be numbered consistently with the related objective
- Be evidence-based or based on the best available evidence
- **Not contain measurable verbs**—these are used only when writing the objectives

**Time Frame:** Specify the time that will be spent delivering said content for live format

Note: When ethics content is covered, the amount of time for said content should be clearly noted per objective, with the total amount calculated at the end (refer to **Contact Hour Calculation** section below). Be sure to read the [Guide to Social Work Ethics Course Development](#) to ensure that this activity/speaker meets the requirements for ethics credits.

Contact hours for an activity should be calculated using the 60-minute method, i.e., total time of activity, divided by 60. Time spent for registration, breaks, meals should not be included. *(This total will go on your planning form within the accreditation application packet).*

**Faculty/Presenter(s)/Author(s):** Indicate name/credentials for faculty/presenter(s)

**Teaching Method:** List the methods and instructional strategies to be used by the Faculty to cover each objective on the Educational Planning Table. Teaching/learning strategies must be congruent with objectives and content. Examples are: Didactic presentation with slides, handouts, etc., interactive case studies, audience response system (ARS), panel discussions, question and answer sessions; slides with audio; interactive polling (ask and answer); manuscript; use of multiple strategies is encouraged.
Level of Activity:
Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge.
Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.
Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.