**Presentation Outline**

Please submit a detailed outline of the presentation **to meet the requirements for securing continuing education credit. Sessions for consideration should be 90 minutes in length ((*ACHCA will accept a few 60 minute presentations*).** Time for welcome and introductions cannot be counted for CE credit. However, time to complete the evaluation form may be included in the CE calculation. List at least three learning objectives (*objectives should be measurable, concise and start with an action word*). [CLICK HERE](http://www.highperformancetrainingworks.com/EPSS/TechNotes/Bloom.htm) to use Bloom’s taxonomy to draft acceptable learning objectives.

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| **Learning Objectives (*A minimum of three learning objectives for each 60-90 minutes session.)* *At the conclusion of this session the participant will be able to:*** 1 | **Topical Outline/ Content to match each objective** 2 | **Time Frame for each segment** 3 | **Presenter for each Segment** 4 | **Teaching Methods *(lecture, discussion, interactive, panel, small group activities, role playing, work shop, worksheets etc.).*** 5 |
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Learning Outline Assistance

1. A well written objective is S.M.A.R.T. (Specific, Measurable, Attainable, Realistic, and Timebound). [CLICK HERE](http://hr.wayne.edu/leads/phase1/smart-objectives.php) for more information on writing objectives.
2. The topical outline section expands upon the learning objectives. Speaker would list a few sentences on how they will accomplish the learning objective presented.
3. The time frame segment allows speakers to indicate time needed to cover each objective. This should be in minutes and the total number should add up to 60 or 90.
4. This section will need to be filled out for sessions with more than one speaker or panels. If there is only one speaker, please just list your name.
5. The teaching methods section indicates the strategies you will use to deliver the content of your presentation. Above are some suggested methods. You may use one or multiple means of delivery.