Inservice Planning Guide

Topic:          Place:          Date:

Objectives/Outcomes:

Preplanning:

____ Needs Assessment:

____ Advanced Arrangements

____ Location (building, room)

____ Comforts (restrooms, refreshments)

____ Time

____ Length

____ Seating Strategy (according to activities)

____ Name tags

____ Outline

____ Other: ____________________

Audience:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity (i.e., Group, Simulation, Role Playing)</th>
<th>Materials Needed (i.e., Transparency, Handout, Reading, Film)</th>
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Special Instructions:

Evaluation Questions: