Appendix E2

**Educational Planning Table**

*Instructions:* For educational activities with multiple sessions, please complete a planning form for each individual session for which contact hours will be awarded.

**Educational Activity Title:**

**Individual Session Title: (If different than activity title)**

<table>
<thead>
<tr>
<th>CONTENT</th>
<th>TIME FRAME</th>
<th>PRESENTER/FACULTY</th>
<th>LEARNER ENGAGEMENT STRATEGIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide an outline of the content to be presented, related to each learning outcome, in sufficient detail to determine consistency with learning outcomes and appropriate time allotted.</td>
<td>List the number of minutes² for each topic/content area³.</td>
<td>List the presenter, faculty person or author for each content area.</td>
<td>List the engagement strategies used by each presenter for each content area.</td>
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</tbody>
</table>
| | | | ☐ Question/Answer  
☐ Self-check or self-assessment  
☐ Audience response system  
☐ Return skill demonstration  
☐ Role play  
☐ Small group discussion  
☐ Assignments/testing/practice  
☐ Engaging learners in dialogue  
☐ Analyzing case studies  
☐ Other - specify _____________ |

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- ☒ Engaging learners in dialogue
- ☐ Analyzing case studies
- ☐ Other- specify _____________

- ☐ Question/Answer
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- ☐ Audience response system
- ☐ Return skill demonstration
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² Total number of minutes should match the total number of hours used to calculate the contact hours awarded. ³ Time spent on learner feedback and/or evaluation is acceptable to include in calculation of contact hours. **Total minutes for this activity/session (including time spent on evaluation) = _____**