
Growing Futures Registry Course and Event Planning Template

Section 1: Course Information

- Title:** *(this will appear on the online training calendar)*
- Course Type:** Approved Clock Hours
- Tier:** *(choose one)*
 - Registered – not for Career Pathways placement
 - Career Pathways 1
 - Career Pathways 2
- Description:** *(Provide a 1-paragraph description of the course. What content will you cover? What will participants get out of the session?)*

Section 2: Course Content

- Course Category:** *(What is the emphasis area/main focus of this course? Choose one)*
 - Infant
 - Early Childhood
 - School Age
 - Youth Development
 - Business
- Classroom Hours:** *(total clock hours)*
- Additional Hours:** *(practicum, etc. NOTE: This applies to Career Pathways tier only)*
- Core Competency Area:** *(Choose one that best defines the main content of the course. Put total clock hours in the selected Area.)*
- CDA Subject Area:** *(Choose one that matches the Competency Area you identified. Put total clock hours in the selected Area.)*

Section 3: Instructional Plan

- 1. Prerequisites:** *(List any prerequisites or advanced preparations required for participants of this training.)*

- 2. Learning Objectives:** *(Identify specific and measurable actions that participants should be able to demonstrate that the goal has been met. Consider starting with the phrase: “By the end of this session, participants should be able to...”)*

- 3. Diversity/Inclusion:** *(Briefly explain how cultural diversity and inclusion will be addressed within this training.)*

- 4. Outline of Training Content, Training Methods and Training Timeline:** *(Show how the content reflects and supports the objectives. Briefly describe each section of the training, including the content, the methods to be used, and the estimated time to complete each section.)*

- 5. Training Activity:** *(Describe how the activities reflect and support the objectives. Give an example of an activity that will be used during the training.)*

- 6. Assessment of Learning Objectives:** *(Describe the methods you will use to evaluate what participants gained from your session. Provide an example that relates to your learning objectives.)*

- 7. Training Materials List:** *(Provide a list of materials such as flip chart, video, books, etc. needed for the training.)*

8. Training Evaluation: *(Describe how you will collect and utilize feedback from your session. Please provide an example.)*

9. Major resources used to develop the training: *(Do the resources reflect current knowledge and support evidence based practice, including diversity and inclusion? Provide titles, authors and sources.)*

Section 4: Additional Details

1. Target Audience: *(choose all that apply)*

- Administrators
- Directors
- Center staff
- Family/group
- Head Start
- Infant/toddler
- Preschool
- School aged
- Consultants
- Trainers

Ages Addressed: *(choose all that apply)*

- Infants (0-18 months)
- Toddlers (19-36 months)
- Three Year Olds (37-48 months)
- Four Year Olds (49-60 months)
- Five Year Olds (61-72 months)
- Elementary (K-5th grade)
- Middle (6th-8th grade)
- Secondary (High School)
- Adults

Section 5: Authorized Trainers

1. Authorized Trainers: *(This course is restricted to Authorized Trainers—if yes, need trainer name and/or ID)*

If you are submitting a **Registered** training, you can click “No” and will identify the trainer when you schedule an event.