

CHECKLIST FOR PLANNING CLE PRESENTATIONS

This planning tool can be used for any topic included in a continuing legal education program, college course, or a community outreach program.

Learning objectives

What do you expect from your learners in terms of change in:

- Attitude or Values
- Knowledge or Understanding
- Skills or Behaviors

Know your target audience

Who are your learners?

- What do they already know about your topic? prior experience with topic?
- What do they believe about your topic?
- What is their motivation for attending?
- How receptive are they to new learning experiences?
- What is their practice field, practice setting?

Content

What will you teach? What, out of all of the things you know about your topic or course, are most important to share during this presentation? Consider focusing on:

- Toughest concepts/problems
- Common mistakes
- New developments and changes
- Strategies to improve practice

What is the level of instruction: Fundamental? Intermediate? Advanced?

What content can you move to handouts for later reference by the participants?

Process

What activities (*See Presentation Strategies and the Learning Circle handout*)

will you use to engage the participants in each of the following:

- Concrete Experience (*Experiencing*)
- Reflective Observation (*Reflecting*)
- Abstract Conceptualization (*Thinking*)
- Active Experimentation (*Applying*)

How much time will you allocate to each of these activities?

Evaluation

How will you evaluate the program as part of the learning process?

- What stood out for you?
- What is the most important thing you learned?
- What questions were unanswered?
- What will you do differently as a result of this presentation?

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