

Breakdown of Seminar/Speaker Time Tracker

Speaker Name(s):		
Title of Seminar:		
Description:		
Outline:		
- Introduction (Speaker Bio)		
- Learning Objectives	1. You'll learn how to	
	2. You'll learn how to	
	3. You'll learn how to	
- Bullet list of main topics/content to be covered. <i>Approximate how much time will be used for each topic.</i>	Topic/Content	Approx. time needed

What instructional methods and/or materials will you use? (i.e. Powerpoint, video, practical exercises, lecture, discussion, group/individual activity, written exercise, etc.)		
Assessment Methods (how you will evaluate the learners grasp of each objective. i.e. class participation, written evaluation, group discussions, etc.)		
Evaluation Questions & Answers (1 per learning objective to ensure the learner has learned.)		