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| **Learning and Sharing, Short Education Plan Template** |
| **Education Project Title:** |
| **Education Lead(s):** |
| **Estimated Education Development Completion Date:** Click or tap to enter a date. |
| Alternate, long version education plan templates are available upon request [SHLearningSharing@sharedhealthmb.ca](mailto:SHLearningSharing@sharedhealthmb.ca) |

# **Education Planning**

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| **Education Project Goal**  What is the overall goal of your education initiative? (keep it broad) |
| **Scope**  What content is part of your education/training and what is not included? |
| **O****bjectives**  What is the learner expected to do after the education/training session? Use Blooms Taxonomy as a reference for action verbs used in objectives. Objectives should be S.M.A.R.T. (Specific, Measurable, Attainable, Relevant and Time-Based). |
| **Evaluation**  Evaluation validates that the learner has met the educational objectives. |
| **Content Stakeholders**  Identify the key stakeholders that need to review, endorse or contribute to the content being produced? Consider internal and external stakeholders. |
| **Learners** What are the traits and characteristics of your learners? |
| **Learner Needs Assessment** What are the gaps/challenges in learner knowledge, skill and resources to achieve the plans goal and objectives? |
| **Risks and Barriers**  Identify the known risks and barriers to education plan implementation and learning. Are there system or educational constraints that must be worked within? Are there system dependencies e.g. 'this' must happen first before training can occur? What is the impact? |
| **Document Scan**  Search for educational materials that already exist within the health care system. Copy and paste links and document names as you identify them in your search. This list will act as a reference. |
| **Methods: Delivery of Content**  Education and training content can be presented in one of four ways:   1. Virtual instructor led 2. Virtual self-directed modules 3. In person instructor led 4. Blended (in-person and virtual)   Select the mothed(s) that you’ll use to package and deliver content to the learner. A mixture of different methods will be more engaging and appeal to the greatest breadth of learning styles. |
| **Resources**  Identify the resources needed implement education and training. |

# **Roll Out and Learning**

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| **Location of Education Content**  Identify where or how content and instructions will be made available to learners (consider before, during and after) |
| **Communication Plan**  Identify how the learners will hear about learning opportunities or a learning event (if applicable, how to register, who to contact for more information) |
| **PDSA**  Plan - Do - Study - Act |