

Missouri League for Nursing Call for Presentation Forms

Submit to: lori@mlnmonursing.org

SPEAKER BIO

NAME/CREDENTIALS _____

CURRENT JOB TITLE AND EMPLOYER _____

ADDRESS _____

CELL PHONE _____

SPEAKER BIO

Note: Speaker must provide their own laptop and LCD projector.

Dates you are NOT available to present: _____

City you prefer NOT to speak in: _____

EDUCATIONAL PLANNING TABLE

Instructions: Type directly into blank cells of the tables. Save the completed form to your computer.

EDUCATIONAL ACTIVITY TITLE _____

TOTAL NUMBER OF HOURS _____

PURPOSE STATEMENT

SESSION DESCRIPTION FOR THE BROCHURE

OBJECTIVES	CONTENT	TIME FRAME	PRESENTER	TEACHING METHOD
List learner objectives in behavioral terms. Use a single measurable verb for each objective. <i>(After completing this activity the participant/learner will be able to...)</i>	Provide an outline of the content to be presented, related to each objective (topic), in sufficient detail to determine consistency with objectives and appropriate time allotted. <i>(Restatement of objectives does not meet the criteria)</i>	List the number of minute for each topic/ content area.	List the presenter, faculty person or author for each objective.	List the teaching method(s), strategies, materials, and resources used by each presenter for each objective.

PROGRAM FORMAT FOR 5 HOUR PROGRAMS

This is the format for MLN’s one-day workshops. When developing your program outline, please follow the time frames listed above. Your total presentation needs to total 5 hours in length (2.5 hours of instruction in the morning and 2.5 hours of instruction in the afternoon.)

9:00 a.m.	Program	1:00 p.m.	Program
10:15 a.m.	Break	2:15 p.m.	Break
10:30 a.m.	Program	2:30 p.m.	Program
12 p.m.	Lunch	3:30 p.m.	Evaluations

Conference session times TBD based on speaker and MLN needs.

Acceptable Verbs for Writing Measurable Objectives

The following is a list of suggested verbs, which may be used in the development of your objectives. This list is not meant to be all-inclusive and limiting. Used properly, these behavioral verbs will be found acceptable.

Verb List for Writing Measurable Behavioral Objectives

KNOWLEDGE	COMPREHENSION	APPLICATION	ANALYSIS	SYNTHESIS	EVALUATION
arrange	associate	apply	analyze	arrange	appraise
cite	classify	change	appraise	assemble	assess
define	convert	choose	breakdown	categorize	attach
describe	compute	compute	calculate	collect	choose
duplicate	defend	demonstrate	categorize	combine	compare
identify	describe	discover	compare	comply	conclude
label	discuss	dramatize	contrast	compose	contrast
list	distinguish	employ	criticize	construct	critique
match	estimate	illustrate	debate	create	defend
memorize	explain	interpret	diagram	design	describe
name	express	manipulate	differentiate	develop	discriminate
order	extend	modify	discriminate	devise	estimate
outline	generalize	operate	distinguish	explain	evaluate
read	identify	practice	examine	formulate	explain
recall	indicate	predict	experiment	generate	grade
recite	infer	prepare	identify	integrate	judge
recognize	locate	produce	illustrate	manage	justify
record	paraphrase	propose	infer	organize	interpret
relate	predict	relate	inspect	plan	measure
repeat	recognize	schedule	inventory	prepare	predict
report	rewrite	show	model	rearrange	rank
reproduce	review	sketch	outline	reconstruct	rate
restate	select	solve	question	relate	relate
select	summarize	translate	relate	reorganize	score
specify	translate	use	select	revise	select
state		utilize	separate	rewrite	summarize
tabulate		write	subdivide	setup	support
			test	summarize	test
				synthesize	value
				tell	
				write	