# A Worksheet for Planning How to Introduce the College and Career Readiness Standards

Purpose and Objectives: (Why?)

*(Keep it simple.)*

Audience and strategies for contacting/getting folks there: (Who?)

*(Helpful Hints: What and to whom do adult educators pay attention? What vehicle for communication works best to alert adult educators to the possibilities: e-mail, web-postings, flyers, calls.)*

Description of the Content: (What?)

*(Helpful Hints: Don’t try to do too much at once. Get focused.)*

Description of the Delivery Mode/Process: (How?)

*(Helpful Hints: Don’t forget about electronic communications and the old-fashioned newsletters to keep adult educators current. For in person meetings, match content/purpose to group size.)*

Dates, Times, Meeting Place: (When? Where?)

*(Helpful Hints: Be sure you have not scheduled your activity the same time as another event for adult educators. Know your audience!)*

Resources Needed:

1. Identify Staff/Personnel *(Helpful Hints: Don't have one person try to do everything. Spread tasks to several people.)*
2. Secure Facility *(Helpful Hints: Is the facility centrally located? Is there adequate parking? Is the facility part of your site or is there a fee to use the facility?)*
3. Order Food *(Helpful Hints: Even if you don’t meet over a meal, food is always appreciated and helps to set the right tone.)*
4. Secure Equipment/materials *(Helpful Hints: Projectors, writing boards, pencils, pads, handouts, etc.)*

Assessment/Evaluation to Determine Success:

*(Helpful Hints: Prepare a workshop evaluation that gives participants an option of leaving their name or being anonymous. Ask them to give you feedback on what they liked and what could be improved. Ask them what concerns they may have regarding implementation of new standards. Ask them what issues they would like covered in future workshops and/or information that would assist them in future integration of standards. Think through what your measures of success will be.)*