**APPENDIX N**

**McKimmon Center for Extension & Continuing Education**

**CEU LEARNING EVENT PLANNING**

**Needs/Evidence Sources & Assessment Methods Work List**

Complete information below as is appropriate for your learning event.

**REMOVE THE EXAMPLES BEFORE COMPLETING WITH YOUR INFORMATION**

**COURSE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVIDENCE SOURCE** | **IDENTIFIED NEED** | **AFFECTED PERSON/GROUP** | **ASSESSMENT METHOD** | **NOTES** |
| EXAMPLE | EXAMPLE | EXAMPLE | EXAMPLE | EXAMPLE |
| College of Engineering | To train engineers on new industry standards | HVAC Mechanics,  Facility Managers,  Utility Engineers,  Energy Auditors | Pre & post test, evaluation  Participant end of course evaluations,  3-month survey |  |
|  |  |  |  |  |
| Corporations, Government Agencies | To help the corporation save money on repairs & expenses & to operate more efficiently | HVAC Mechanics,  Facility Managers,  Utility Engineers,  Energy Auditors | Pre & post test, evaluation  Participant end of course evaluations,  3-month survey |  |
|  |  |  |  |  |
| Employment Security Commission | To help unemployed individuals obtain employment | Unemployed HVAC Mechanics,  Facility Managers,  Utility Engineers,  Energy Auditors | HVAC Mechanics,  Facility Managers,  Utility Engineers,  Energy Auditors |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |