**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- |
| **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, evaluationParticipant 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, evaluationParticipant 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 |  |
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