



Education Planning Checklist

This checklist will provide you with the answers to vital questions concerning your education offering. Completing this checklist will allow you to develop a well-organized, sound education seminar. Answer each of the following questions.

1. What is the goal of your education program?
2. Who is the target audience?
3. What competency(s) will the education program support? (See the [RIM Core Competencies](#))
4. What are the learning objectives? Complete the following sentence: *Upon completion of this seminar, participants will be able to:*
5. What type of education program will be offered? (Session, Seminar, Web Seminar, etc.)
6. What pre-work will be required?
7. What learning activities will take place?
8. What measures will be used to gauge the competency improvement?

For assistance, please email the ARMA education department at education@armaintl.org.