|  |  |
| --- | --- |
| **Topic:** | |
| **Date:** | **Venue:** |
| **Length of session:** | |
| **Intended Audience:** | |
| **Equipment Required:** | |
| **Objectives:** | |
| **Expected Learning Outcomes:** | |
| **Key Points:** | |
| **Evidence Based Practice (e.g. articles, references, handbooks, etc):** | |
| **Name of Presenter**  **Signature of Presenter**  **Name of Manager or Educator:**  **Signature Manager or Educator:** | |