



The Skills Development Service Ltd

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Course Proposal Form

1	Title of the Course	
2	Short (one sentence description)	
3	Who should attend?	
4	Any prior qualifications required? <i>(if "Yes", please list them here)</i>	
5	Course strengths: <i>Please list new information & skills that delegates will take away from the course</i>	

6	<p>Handouts:</p> <p><i>Please give a list of materials that delegates will receive as handouts.</i></p>	
7	<p>On-the-day materials:</p> <p><i>Are you planning to use any forms or other materials that you hand out to the delegates during the course? Please list them here.</i></p>	
8	<p>Detailed course outline:</p> <p><i>Please specify duration of each part – as well as styles of presentation you are going to use during each part – lecture, video demonstration, practical demonstration, group exercise, pair exercise etc.</i></p>	

<p>9</p>	<p>Feedback:</p> <p><i>If you have feedback from the delegates who attended your previous courses with the same topic, please chose two or three here.</i></p>	
<p>10</p>	<p>Clinical Cases:</p> <p><i>Please describe two or three clinical situations that represent cases similar to those you are going to discuss on the course.</i></p>	
<p>11</p>	<p>Short summary description of the tutor:</p> <p><i>Please give us one paragraph describing yourself as a tutor of this course.</i></p>	

Thank you.