

# Education Program Information

## Education Development

ARMA International education programs are learning experiences. This means:

- The content is informative, relevant, and clearly applies to the learner's work
- The content corresponds to the learning objectives
- PowerPoint slides are used sparingly, with minimal content on each slide
- The educational content is enhanced through the use of such interactions as true discussion, hands-on exercises, and workshop-type activities
- Useful handouts are provided for the session itself and as a resource for later use

## Facilitator Substitutions

Facilitator qualifications are very important to the selection process; therefore, we need to know of any proposed facilitator substitutions or additions to your education program. We will compensate replacement facilitators consistent with the facilitator replaced, but panelists or co-facilitators added after the selection process *will not be funded*.

## Evaluations

The education department uses your education program evaluation as a factor when selecting facilitators and education programs. Thus, it's important that you encourage your attendees to complete the forms available in the conference app.

We recognize that factors beyond the facilitator's control can affect the session and, accordingly, the ratings. Therefore, our evaluation process concentrates on these "controllable" factors: review of facilitator and review of participant's learning.

Please review our evaluation form before developing your education program. (Pictured below)

On a scale of 1-5 with 5 stars being the strongest agreement, please rate your experience in this session.

1. The session met my expectations. ★★★★★

2. The session met my needs. ★★★★★

3. The content matched the session title and description. ★★★★★

4. Overall, I was satisfied with this session. ★★★★★

5. The facilitator(s) was well practiced, prepared, and confident. ★★★★★

6. The facilitator(s) was knowledgeable in the subject area. ★★★★★

7. The facilitator(s) was free of any commercial bias. ★★★★★

7. The facilitator(s) was free of any commercial bias. ★★★★★

8. The facilitator's overall performance was effective and helped me learn. ★★★★★

9. The facilitator(s) engaged the audience and solicited participation. ★★★★★

10. Comments: