

PBI Course Planner Guidelines

Planning

In consultation with the PBI staff, course planners:

1. Identify course level and objectives.
2. Develop a course outline and title.
3. Recommend possible faculty members.
4. Develop a creative, interesting course format.
5. Participate actively in the planning meetings/conference calls.
6. Assist in developing the course manual.
7. Note your presentation and/or materials may be selected for our Online Campus
8. Assist in the development of a marketing description of the program scope and content.
9. Assist in keeping the course development schedule on track.

The Presentation

To provide continuity, we generally ask the course planner to serve as moderator at each live presentation. The following are some helpful moderating tips:

1. Give a very brief introduction of each faculty member, i.e., name and firm.
2. Explain how questions from the audience will be handled.
3. Keep the program on schedule.
4. Clarify and reinforce particularly significant points.
5. Remind the audience once or twice to complete the course evaluation forms.
6. Prepare remarks to make the transition between topics.
7. Be relaxed and achieve excellence by using a conversational style.

After the Presentation

1. Post-course analysis
2. Express appreciation to faculty members.
3. Review course evaluation summaries provided by PBI staff.
4. Notify your staff attorney or program manager of any errors you find in the course manual and of any significant changes in the law that arise after publication.

Additional PBI Resources with a minimum of two weeks notice...

1. PBI can produce PowerPoint software presentations for your course.
2. PBI's experienced video staff can record video vignettes to use in your program.
3. PBI's graphics department can produce large charts, exhibits, and other audiovisual aids.
4. PBI also has state-of-the-art electronic typesetting capabilities and continues to explore the Internet and other technological tools for effective delivery of CLE.
5. PBI has an extensive variety of course materials from related courses that may be of use in planning your course.

PENNSYLVANIA BAR INSTITUTE

Continuing Education Arm of the Pennsylvania Bar Association

BRINGING EXCELLENCE TO CLE