

Program Chair Course Development Worksheet

Program chairs are responsible for overseeing the development of a CLE program. Prior to the event, program chairs, along with the steering committee, are responsible for (1) creating the theme and topics of the program, (2) selecting and confirming speakers, and (3) following up with speakers to submit their materials. Please be sure to read the [Manual for Program Chairs, Steering Committee, and Speakers](#) and distribute it as necessary.

To ensure required advertising period and a high-quality program, return this finalized course development worksheet to the program administrator 4 months prior to the event. For Webcasts, two months prior to the event.

Course Title:

Course Date:

Venue:

Course Level (Intermediate or Advanced):

Course Description (summary for credit and marketing purposes:

Program Chair (s) w/ city and email address:

CLE Credit Hours (_____ hours of general credit)

Bias Elimination: _____
Ethics: _____
Mental Illness Awareness: _____
Professionalism: _____
Substance Abuse: _____
Technology: _____

Certification Area:

Hours

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Program Chair Course Development Worksheet

Steering Committee

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

Name (First, Middle Initial, Last): _____
Email: _____
City, State: _____
Position on Committee: _____

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Program Schedule

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Program Chair Course Development Worksheet

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Start Time: _____
End Time: _____
Topic Title: _____
Speaker(s) Name (First, Middle Initial, Last), City: _____

Please attach a separate word document if more space is needed but include breaks, late registration time, and lunch in schedule timing. This schedule should be in final format for credit purposes.

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Other (information to be used for marketing purposes)

Why should someone attend this course:

Who should attend this seminar?

What will attorneys learn from this seminar?