



## Proposed Course Outline Form

### Course Overview

Tutor Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Course Name: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Key Topics: \_\_\_\_\_

Learning Outcomes: \_\_\_\_\_

Planned Activities: \_\_\_\_\_

### Scheduling & Duration

Course Date/s: \_\_\_\_\_

Course Time: \_\_\_\_\_

Course Length: \_\_\_\_\_

### Set Up/Space and Equipment

Venue Requirements: \_\_\_\_\_

Classroom Size: \_\_\_\_\_

Maximum Number of Students: \_\_\_\_\_

Classroom Set Up (eg. tables, chairs, floor space etc.): \_\_\_\_\_

Technology Requirements (eg. projector, computers etc.): \_\_\_\_\_



## Materials & Resources

Will you be providing your own course materials?

Will you require any printing?

Any special materials or equipment that needs to be prepared in advance?

## Additional Requirements

Any safety, accessibility, or special considerations?

Any marketing support/promotions?

## Notes: