**Sample Curriculum Format**

The below is a sample curriculum format that can aid in the development of a curriculum. The information in black bold font is provided to help explain the section and information in green italics font is an example of the information that could be used. A completed curriculum would include this document, Power Points, handouts, videos and other associated materials used.

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| **Title of Curriculum** (*Targeted Case Management Core Curriculum 12 hours)* | |
| **Content: Name of Core Competency, Length of Training**  *Content: Core Competency 1. Engaging Consumers and Family Members, 3 hours* | |
| **Section Title**  *Section Title: Introductions and Engagement and Effective Communication* | **Method (lecture, group discussion, paired discussion, self-reflection, practiced technique, group activity, etc.)**  *Method: lecture, group discussion, practiced technique*  **Estimated time:**  *Estimated time: Introduction XX minutes*  *Core competency 1 “Engagement and Effective Communication” section XX minutes* |
| **Welcome to the Targeted Case Management Core Curriculum Training.**  *Welcome to the Targeted Case Management Core Curriculum Training.*  **List Objectives for this Core Competency**  *By the end of the “Engagement and Effective Communication” section of this core competency participants will be able to:*   * *Define OARS (Open-ended questions, Affirmations, Reflections, and Summarizing)* * *Model OARS motivational interviewing technique* * *Describe how to identify and support individuals through the stages of change as defined by Prochaska and DiClemente stages of change.* | **Content for this section of the core competency is provided as well as use of materials (handouts, PowerPoints, videos, trainee manual, etc.).**  *Trainer welcomes participants. Trainer will review the purpose of the Targeted Case Management Core Curriculum Training which is …………*  *Introduction Group Activity: Each participant will use Handout 1 - “Warm-up Group Activity”. The purpose is…… The activity instructions are……. Trainer sums up the activity by saying……….*  *The trainer will describe the importance of the first Core Competency “Engaging Consumers and Family Members” for the Targeted Case Manager as………… Continued content information. Power point slides 1-2 used.*  *The trainer will list the objectives for the participant for the “Engagement and Effective Communication” section of this core competency. (See objectives listed on the left column) Power point slide 3 is used.*  *The trainer will describe the importance of communication and specifically OARS (open-ended questions, affirmations, reflections, and summarizing). Power point slides 4-15 are used for defining OARS, modeling OARS and describing the stages of change.*  *Communication is ………… Continued content information.*  *OARS is………..Continued content information.*  *OARS stands for………..Continued content information.*  *Continued content information to complete this section.*  *Practice OARS: The trainees will practice OARS by …… Continued content information.*  *Handout 2 “OARS Practice Activity” is used.*  *The trainer will describe the Stages of Change as defined by Prochaska and DiClienente are……. Continued content information.* |
| **Section Title**  *Section Title: Consumer and Family Centered Services* | **Method (lecture, group discussion, paired discussion, self-reflection, practiced technique, group activity, etc.)**  *Method: lecture, paired discussion* |
|  | **Estimated time:**  *Estimated time: Core competency 1 “Consumer and Family Centered Services” section XX minutes* |
| **List Objectives for this Core Competency**  *By the end of the “Consumer and Family Centered Services” section of this core competency participants will be able to:*   * *Define concepts of: Family driven, youth guided, consumer driven and system of care.* * *Describe how these concepts (family driven, youth guided, consumer driven and system of care) are applicable to the scope of work as a Targeted Case Manager (TCM) (provide an example of each of the listed concepts).* | **Content for this section of the core competency is provided as well as use of materials (handouts, PowerPoints, videos, trainee manual, etc.).**  *Content information is placed in this area as shown on the first page.* |
| **Additional Sections for all Core Competencies would continue and follow in the manner written above.** | **Additional Sections for all Core Competencies would continue and follow in the manner written above.** |