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.

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.*	**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.*
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.*	*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.**