



Office of Leadership and Professional Development

Department Program Planning Sheet

Primary Contact Person: _____

Department: _____

Email: _____

Phone Extension: _____

- What is the overall goal of the program?

- What are the learning outcomes that you hope to achieve?

- What date(s) are you considering for your program?
What time frame (am/pm) _____ Length of program? _____
- How many people are expected to attend? _____
- What is your preference for a location, on campus/off campus? _____
- How much funding does your department have available for the program? _____
- Feel free to include other information that you think would be helpful for us to know as we partner with you in planning your program.

Once you have completed this form, please return it to Chris Leupold *four to eight weeks prior* to the proposed date of your program.

Chris Leupold, cleupold@elon.edu
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