



Worksheet for Suggested CPD Activity

This worksheet has been developed to assist the Queensland Chapter's Professional Development Officer, the Continuing Professional Development Committee and Members formulate ideas for potential seminars, talks, courses or other CPD events. Please add as much detail as you can, but don't worry if there are parts you cannot fill in. Your ideas, in as much detail as possible, are greatly appreciated by the Institute staff who develop such ideas into deliverable programs. Please scan and email this worksheet to jeff.drabant@architecture.com.au.

<p>SUGGESTED TOPIC What is your idea for a CPD event? Please provide as much detail about your idea as possible; if more space is needed you can add additional pages as necessary, or provide a rough draft outline on the back of this sheet.</p>			
<p>SUGGESTED NAME What would you call this CPD event?</p>			
<p>ATTENDEES Who do you think would be interested? (e.g., members, students, graduates, other professionals, etc.)</p>			
<p>REGULATION? Would this CPD event involve changes to Government regulation or that type of thing? (Please give details, if known)</p>			
<p>RESOURCES Are there any resources that could be drawn on to develop content? (e.g. websites, applicable Standards, text/books, etc.)</p>			
<p>PRESENTERS Who could be the preferred presenter/ speaker, or who could assist develop content? (e.g.; name, company, contact information, etc. Also, do you know this person? If so, are you able to ask them if they would be interested in speaking at a Chapter CPD event?</p>			
<p>CHAIR Who would you suggest as Chair/MC for the event?</p>			
<p>FORMAT Which type of CPD event do you think would best suit this topic? (e.g.; Traditional Speaking Event, Seminar, Workshop, Panel Discussion, other?)</p>			
<p>SUGGESTED ACTIVITIES Are there any activities that we could include that would assist understanding of the topic?</p>			
<p>DURATION Do you have an opinion of how long the event should it last? (hours)</p>			
<p>VENUE If not at the Institute's Auditorium, where do you think this would be best held?</p>			
<p>ADDITIONAL NOTES</p>			
DATE:		NAME / PREPARED BY:	
MOBILE:		EMAIL:	