

# Short Course Checklist

This Short Course Checklist has been developed by Students for Global Health (SfGH) to complement the Global Health Education Short Course Toolkit and to further help branches in the planning of their short courses.

## Course Design

We formed a committee to organise the short course	
We identified the target audience	
We set two or three course aims for our course attendees	
We set three or four learning objectives for each planned session	
We choose our topics and their order	
We planned the structure of the session (timings, participants, speakers etc.)	
We found an appropriate venue	
We found teaching materials (presentation, flip-charts, etc.)	
We considered creating learning resources for participants	
We decided on timings of the course (course duration, session duration etc.)	
We considered collaborations (university, societies, local groups etc.)	
We considered certificates for participants and possible signatories	
We considered the sustainability of the course	

## Course Organisation

We gathered recommendations for speakers	
We invited speakers and maintained communication	
We discussed sessions with our collaborators	
We gathered suggestions for course certifiers and signatories	
We contacted potential certifiers/signatories to ask for agreement	
We produced certificates	

## Implementation

We decided on how to publicise our course (methods, timing, content etc.)	
We created our publicity material	
We published our publicity material	
We contacted SfGH-UK to help promote our course via Facebook, blog posts or the newsletter	
We contacted our Student Union and academic departments to help promote our course	
We encouraged local members to promote our course on social media and word of mouth	
We have considered the long term impact and legacy of our short course	
We have considered how our short course could be used as a platform for a campaign or action in our local area	
We collected recommendations for further reading and involvement from speakers, workshop leads and collaborators	

## Feedback and Follow-Up

We designed feedback for our course sessions and for the course overall	
We followed-up with your course attendees to collect feedback	
We shared our feedback with the Global Health Education Director (see below)	

## Moving Forward

We considered if we want to repeat our short course	
We used the feedback collected to develop recommendations for future courses	
We designed and delivered a comprehensive handover to the next organising committee	

If you have any questions about the toolkit or this checklist please contact [ghe@studentsforglobalhealth.org](mailto:ghe@studentsforglobalhealth.org). Equally so, if your branch is currently planning a short course or would like to, we would love to hear from you and offer our support.