**Topic Development Worksheet**

Use this worksheet and the [CUPA-HR Learning Framework](https://www.cupahr.org/knowledge-center/learning-framework/) to refine your topic, identify points of discussion, and identify relevant CUPA-HR resources for your presentation.

1. **What topic will your presentation or discussion focus on?**

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1. **What is the main question or problem related to this topic that you want to focus on in this presentation?**

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1. **What** [**CUPA-HR Learning Framework**](https://www.cupahr.org/knowledge-center/learning-framework/) **competencies are most relevant to the question or problem identified in #2?**
2. **Review the *In Action* and *Assessment Questions* sections for each competency identified above. Pick a few questions or discussion points from these lists which you feel will drive discussion on your main question or problem.**

*NOTE: Questions may need to be modified slightly to fit your audience, tone or situation*

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1. **Review the *Resources* section for each competency included in your presentation and pick a few of the featured resources to highlight.**

*NOTE: Be sure to fully explore additional links within resources such as toolkits and blog posts for a wider range of potential resources!*

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1. **Review and note any additional considerations related to presentation delivery and logistics. Examples include:**

* Format (in person/virtual)
* Time allotted for presentation
* Breakout or small group options (use/not use)
* Activities (use/not use)
* How resources will be shared (email, handouts, listed on slides, etc.)
* Presentation follow-up (sending emails, soliciting feedback, re-sharing resources, etc.)

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