|  |  |  |
| --- | --- | --- |
| logo_forms | Wisconsin Department of Public Instruction**CONTINUING EDUCATION ACTIVITY REPORT**PI-2453 (Rev. 09-11) | **INSTRUCTIONS:** Complete and submit annually to your library system validator along with the Annual Summation of Continuing Education Activities, Form PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance. |
| Name *Last, First, Middle*      |
| Mailing Address *Street / PO Box, City, State, ZIP*      |
|  | I. CONTINUING EDUCATION ACTIVITY DESCRIPTION |  |
| Title of ProgramHow to Write Effective Survey Questions to Get Useful Data |
| Description of ProgramIs your library planning for upcoming services, programs or events? They’ll be more successful if you know what sorts of things the people in your service area truly want and need. Great marketers and planners don’t guess what people want, and they don’t presume to already know. They ask! Still, doing a “simple survey” isn’t all that simple. If you don’t know how to write and ask the questions, you may find out later that you didn’t get any actionable data.  |
| Relationship of Program to Present Position or Career Advancement  |
| Activity Dates | Location | Number of Contact Hours |
| From *Mo./Day/Yr.*12/7/2023 | To *Mo./Day/Yr.*12/72023 | online | Technology *If any*      | Total1.0 |
| Provider *If applicable*Wis. Public Library Systems |
| Category *Check one, attach written summary if applicable*[ ]  A. Credit Continuing Education *Attach formal documentation from the sponsoring agency.*[x]  B. Noncredit Continuing Education[ ]  C. Self-directed Continuing Education |
|  | II. SIGNATURE |  |
| **I HEREBY CERTIFY** that the information provided is true and correct to the best of my knowledge. |
| Signature of Participant⮚ | Date Signed *Mo./Day/Yr.* |