Planning the Learning Session

Questions to ask as you begin to plan your session

DESIRED LEARNING OUTCOMES – What information, insights, and feelings do I want people to walk away with?

LOGISTICS

• How much time do I have?
• Can I arrange my time to match the following general breakdown?
  o Opening: 10-15%
  o Leading: 70-80%
  o Closing: 10-15%
• How many people will be there?
• What is the facility like?
• What supplies will I need?

AUDIENCE PROFILE

• Who are the participants and what is their self-interest in attending this event?
• What are the age groups, education level, and experience of the participants?
• What are their preferred learning styles?
• Do people know each other? If so, how well?
• What is the "organizational culture" of the group?
Use this "thinking" sheet to strategically plan your meeting, training, or learning session. Then use the worksheet on the next page to develop a detailed "facilitator's agenda."

**DESIRED OUTCOMES:**

Participants will...
- __________________________
  __________________________
  __________________________
- __________________________
  __________________________
  __________________________

**OPENING:**

- Explain the context
- Introduce your role
- Introduce participants (icebreakers)
- Review the agenda, explain the process, review logistics
- Generate expectations and agreements
- Check for understanding

**LEADING: How will you facilitate learning?**

- How will you accommodate different learning styles?
- How will you incorporate an experiential learning cycle?
- What questions will you ask?

**CLOSING: How will you...**

- Help participants integrate their learning?
- Promote reflection?
- Evaluate the session?

From the evaluations, were the outcomes met?
## TRAINING DEVELOPMENT WORKSHEET

Facilitator's AGENDA -- TOPIC: _____________________________

*Desired Outcomes:*
  - 

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