

## ***Session Planner***

Place:

Date:

Topic:

Time:

Contact name:

### **Audience:**

1. Who are the participants?
2. How many participants?
3. What is their level of expertise/experience?
4. What are their expectations, needs and attitude toward the topic?
5. How well do they know you?

### **Learning environment:**

1. Where will you conduct the presentation?
2. What distractions will you have to manage?

### **Learning objectives:**

1. Why are you conducting presentation?
2. What do you expect participants to know or be able to do as a result of your session?
3. What's in it for them?
4. How will you measure attainment of your objectives?

### **Learning activities:**

1. How will you open the session?
2. How long will the session be?
3. What exactly will participants do during the session?
4. Do your planned activities address the objectives?
5. Will you need to schedule breaks?
6. How will you close the session?

### **Presentation materials:**

1. What media/props do you need?
2. What do you have to bring with you?
3. What materials will you distribute to participants?

**Potential pitfalls:**

1. What contingencies should you anticipate?
2. What is your back-up plan if your media is unavailable?

**Follow-up:**

1. What should others be doing to reinforce the key messages?
2. What additional support can you provide?

**Post session analysis:**

Review your evaluations, then answer the following questions.

1. What did you do well today?
2. What will you add, delete or modify the next time you conduct this session?