

# 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?

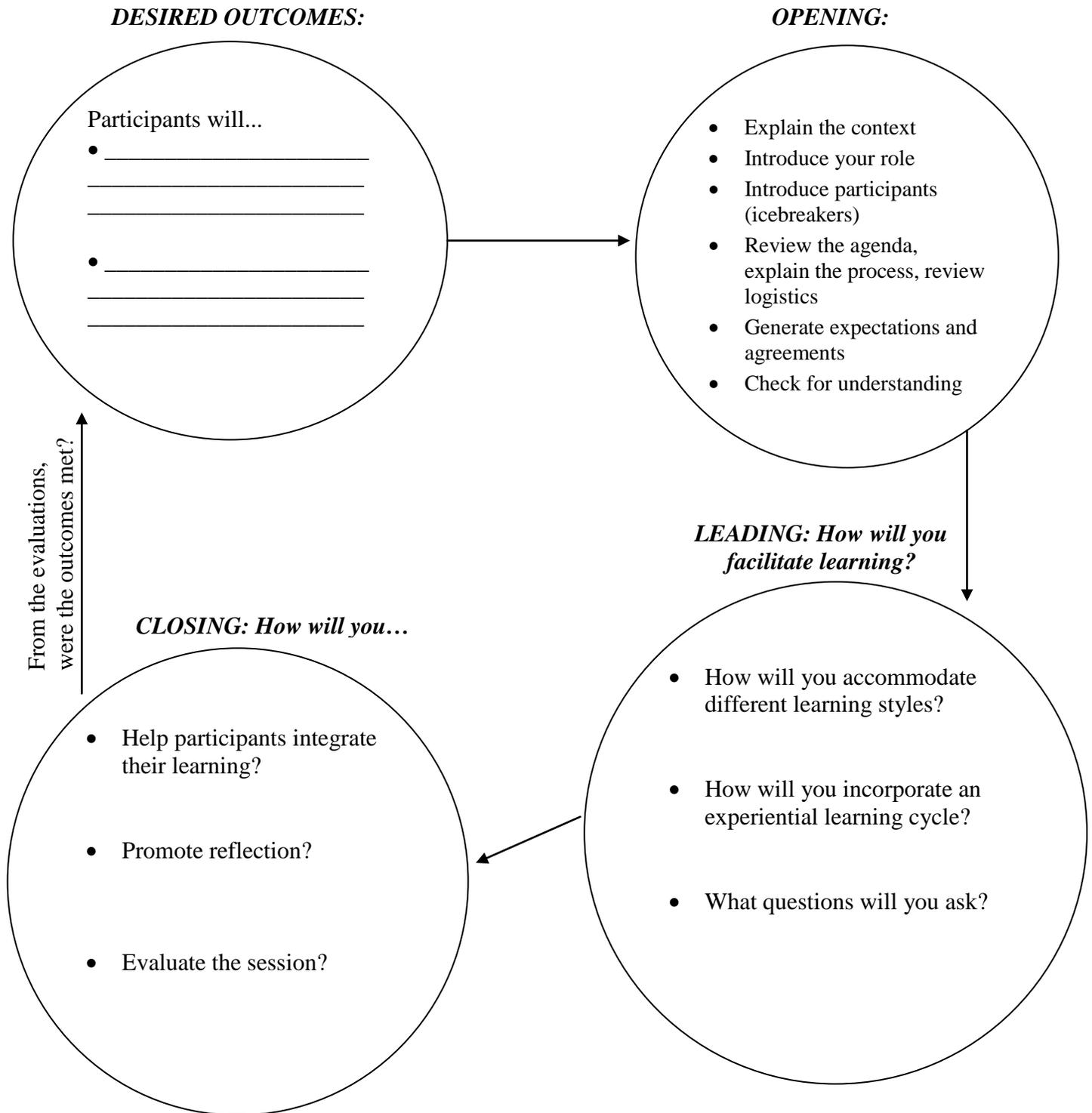
## LOGISTICS

- How much time do I have?
- Can I arrange my time to match the following general breakdown?
  - Opening: 10-15%
  - Leading: 70-80%
  - 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."



# TRAINING DEVELOPMENT WORKSHEET

Facilitator's AGENDA -- TOPIC: \_\_\_\_\_

*Desired Outcomes:*

- 

Time	What	How	What Appeals To?	Materials
	Opening		Visual Auditory Kinesthetic	
	Leading		Visual Auditory Kinesthetic	
	Closing		Visual Auditory Kinesthetic	