

Session details

- What are the aims and learning outcomes for the individual session?
- What particular issues will the session be seeking to raise?
- How much input will there be?
- What balance is needed between groupwork, discussion, input from leader, etc?
- What are the best ways for engaging the particular group in relation to the subject matter of the session?
- How can the experiences of participants best be drawn out?
- How can the group be stretched to think creatively?

Remember there are lots of methods available!

(not all in the same session, but all might come in useful at least from time to time...)

- Short chunks of input
- Plenary question and answer time
- Structured small group discussion
- Informal buzz group
- Longer lecture-style talk
- Interactive talk
- Discussion of 'set text' read in advance
- Seminar-style paper plus discussion
- Practical group work exercises and tasks
- Visual illustration- PowerPoint, video etc
- Use of music, photographs, artworks
- Drama- role play, sculpt, sketches
- Questionnaire exercises
- Individual and group reflection time



Wakefield Ministry Scheme



4. Planning the Session

GR K4

August 2006

PLANNING SESSIONS FOR ADULT LEARNERS

STAGES OF PREPARATION

The following stages of preparation should be gone through, whether the tutor is responsible for planning an entire course or only for teaching one or more sessions within a course unit.

Stage 1 **THE TRAINING COURSE AS A WHOLE** **Overall aims**

- How do your sessions fit into the broader context of the course of which they form part?
- Who is teaching the other sessions? Do you need to liaise with anyone else?

Stage 2 INDIVIDUAL SESSIONS **Aims** **Learning Outcomes**

- Have you been given aims and/or learning outcomes to work with that have already been set for your sessions within the course as a whole? If so, plan with them in front of you!
- If not, prepare your own:
 - the session Aim should be a single sentence setting out in broad terms what you are setting out to achieve
 - the Learning Outcomes should be a series of bullet points setting out as precisely and practically as possible what people will *know* or be able to *do* as a result of the session(s)

Stage 3 **EACH SESSION AS IT APPROACHES** **PLAN THE SESSION DETAIL**

- Decide upon the nature and general content of any group activities
- Remember to cater for different learning styles
- Set tasks and discussion starters where appropriate;
- Determine accurate timings for each component of the session
- Finalise any input to the session; etc . . .

Questions to bear in mind

Practical details

- Who is the course/session for?
- Where will it take place?
- How long will the course/session be?
- How many participants will there be?
- What equipment will be available/required?

Course content details

- What is/are the overall aim(s) of the course?
- What will be the content of your part of the course?
- What level does the material need to be pitched at?
- How will your total content be allocated across the sessions?
- Which particular subjects will be tackled in each session?