Session Planning Worksheet

PURPOSE

Purpose of the session:

Type of session: _____

AUDIENCE

Approximate number of people?

Participant's current skill level

LOGISTICS

Who will be facilitating the session?   How long is this session?

When is this session?   Where will the session be held?

What tools are available to support this session?
(Flip chart, projector, LMS, other training tools, etc.)

What is the budget you have for this session?

What help and support do you need in
designing and delivering this session?

CONTENT

Session Title:

Learning Objective (What will people learn?)	Learning Activity (How will people learn? Ex: Lecture, role play, competitive game, etc.)

How much is review and how much is new?

Review   New

RESULTS

What do you want participants to know?

What do you want participants to be able to do?

How do you want participants to feel?

How will you measure the success of this session?

devel#Us
WORLDWIDE

BETTER LEADERS. STRONGER TEAMS.