

Copy and paste the template below into a google doc to make collaboration with co-instructors and/or the KSS team easier. If you are unsure how to do this, [refer to this article](http://www.laptopmag.com/articles/convert-word-doc-to-google-doc) for directions. Links to session plans should be sent to [kssprogramming@kipp.org](mailto:kssprogramming@kipp.org) by June 21 for feedback.

**Session Planning Template**

**[Session: *session title*]**

*First, answer these three questions to ensure your session models best practices in adult learning. Answer these questions by 4/14, so your session description can be written with this information in mind.*

|  |  |
| --- | --- |
| **Key Question** | **Write your answer** |
| 1. What are the objectives? | *Please describe (3 - 5 bullets) what you will accomplish in this session.* |
| 1. How will you ensure that participants have hands-on practice? | *Describe how you’ll have participants role play, use real data, and/or react to case studies, etc.* |
| 1. What specific activities will you use to ensure that [ratio](https://vimeo.com/72915352) of instructor talk to participant engagement is 40/60? | *Please describe the* [*instructional moves*](https://www.kippshare.org/docs/DOC-21823) *you will make to drive participants to engage with material and connect with learning.* |

**Session Plan & Details**

*Then, start building out your session. Parts of this will fall into place before others. Target timelines are included below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **TIME**  complete by 6/7 | **SESSION PART**  complete by 6/1 | **DESCRIPTION**  complete by 6/1 | **MATERIALS**  complete by 6/15 |
| 3 min | *[e.g., Hook, Activator]* | *[What specifically will you show/say/do/? What are participants asked to do?]* | *[e.g. PowerPoint]* |
| [Pacing] |  |  |  |
| [Pacing] |  |  |  |
| [Pacing] | *[e.g., Breakout time, Discussion]* |  | *[e.g. PowerPoint, Interactive Handout]* |
| [Pacing] |  |  |  |
| [Pacing] |  |  |  |
| [Pacing] | *[e.g., Closing, Shout-outs, Commitments]* |  | *[e.g. PowerPoint, Interactive Handout, post it notes]* |

**Session Logistics**

|  |  |
| --- | --- |
| **Session Length:** complete by 4/15 | **Room Arrangement:** complete by 6/15  \_\_\_rounds \_\_\_classroom \_\_\_other (please describe) |
| **Intended Audience:** complete by 4/15 | **Session Materials:** complete by 6/15 |
| **Max Session Cap:** complete by 4/15 |  |

When thinking about this session, please keep the following logistical details in mind:

* Each session is 90 minutes unless noted otherwise
* Basic Internet will be provided for all attendees
* All session rooms will be equipped with a screen, projector, speakers, 1 flip chart pad, and markers
* Default room arrangement will be in rounds to maximize space, but other room arrangements are available