

Use this template to plan your KSS session. Session plans should be sent to kssprogramming@kipp.org by June 19 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 4/12, 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://kipp-my.sharepoint.com/%3Ab%3A/g/personal/jdonnelly_kipp_org/EZGamxB1lEZFhPRuiJ4uFbkBvtG_D3h5WiZ5Cue8wOGLcQ?e=sKtGTa) *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 6/11 | **SESSION PART**complete by 6/3 | **DESCRIPTION**complete by 6/3 | **MATERIALS**complete by 6/17 |
| 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 4/12 | **Session Materials:** complete by 6/15 |
| **Intended Audience:** complete by 4/12 |

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