

Session Design and Preparation

**Drawn on IHS experience
(Forbes Davidson, Hans Teerlink, Claudio Acioly, Carley Pennink,
and others)**

Session 15

Objectives of the session

Participants should be able to:

- Design a 20' session in detail, including session plans, and methods.
- Apply the model of the experiential learning cycle as a tool for session design and preparation.

10 good reasons for preparing a session plan

1. Opportunity to think through 'your plan', step by step
2. Builds self confidence, knowing what to do when
3. Ensures the inclusion of essential learning units and key points
4. Identifies priorities and logical sequence of learning
5. Time table to guide
6. Helps to stay on track and attain learning objectives
7. With notes on experiences and outcomes of session, a good reference for development
8. Documentation of institutional memory, avoids duplication of work
9. Potential for use or development by others
10. Essential when training trainers

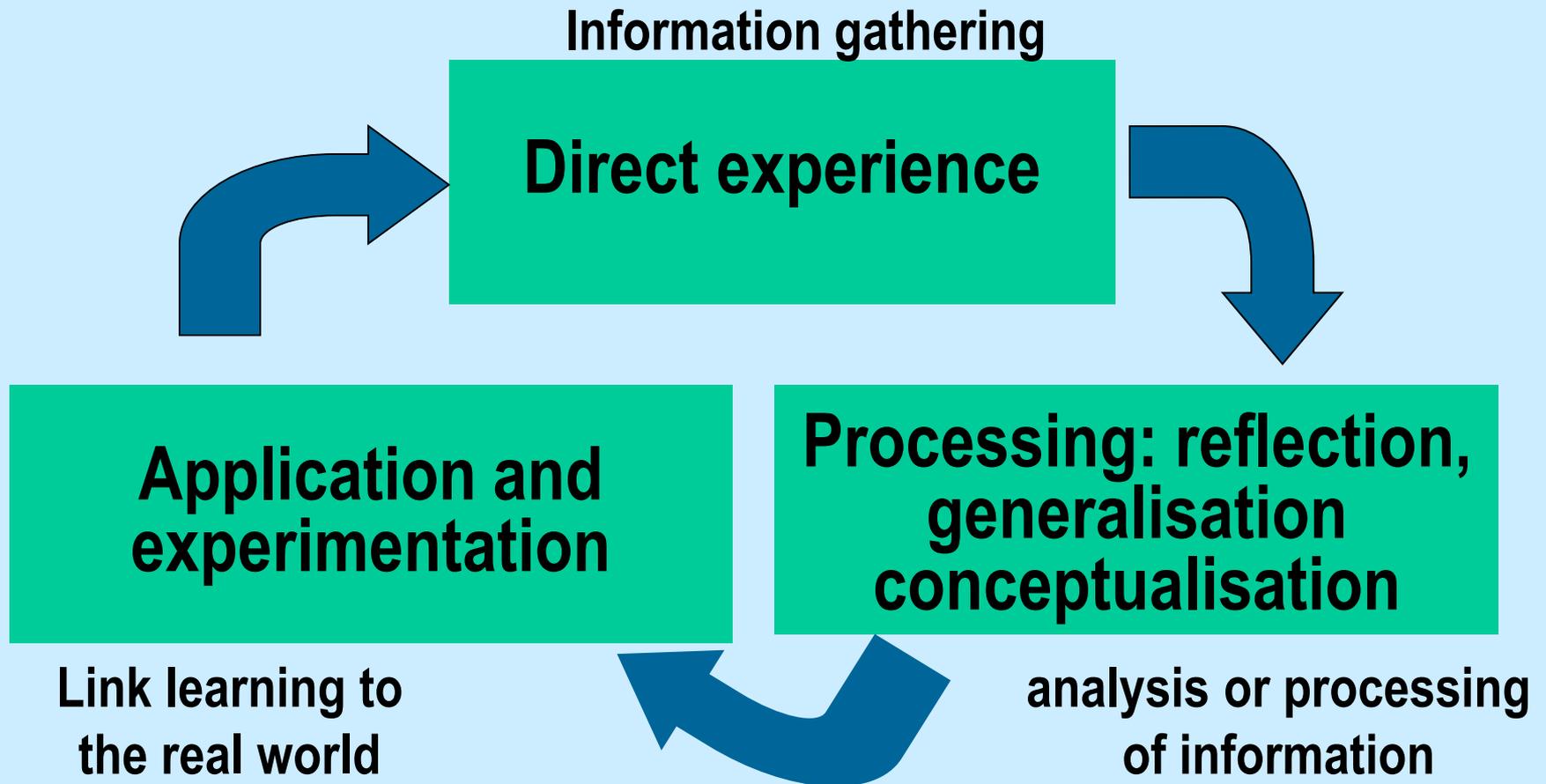
Steps in session design (1)

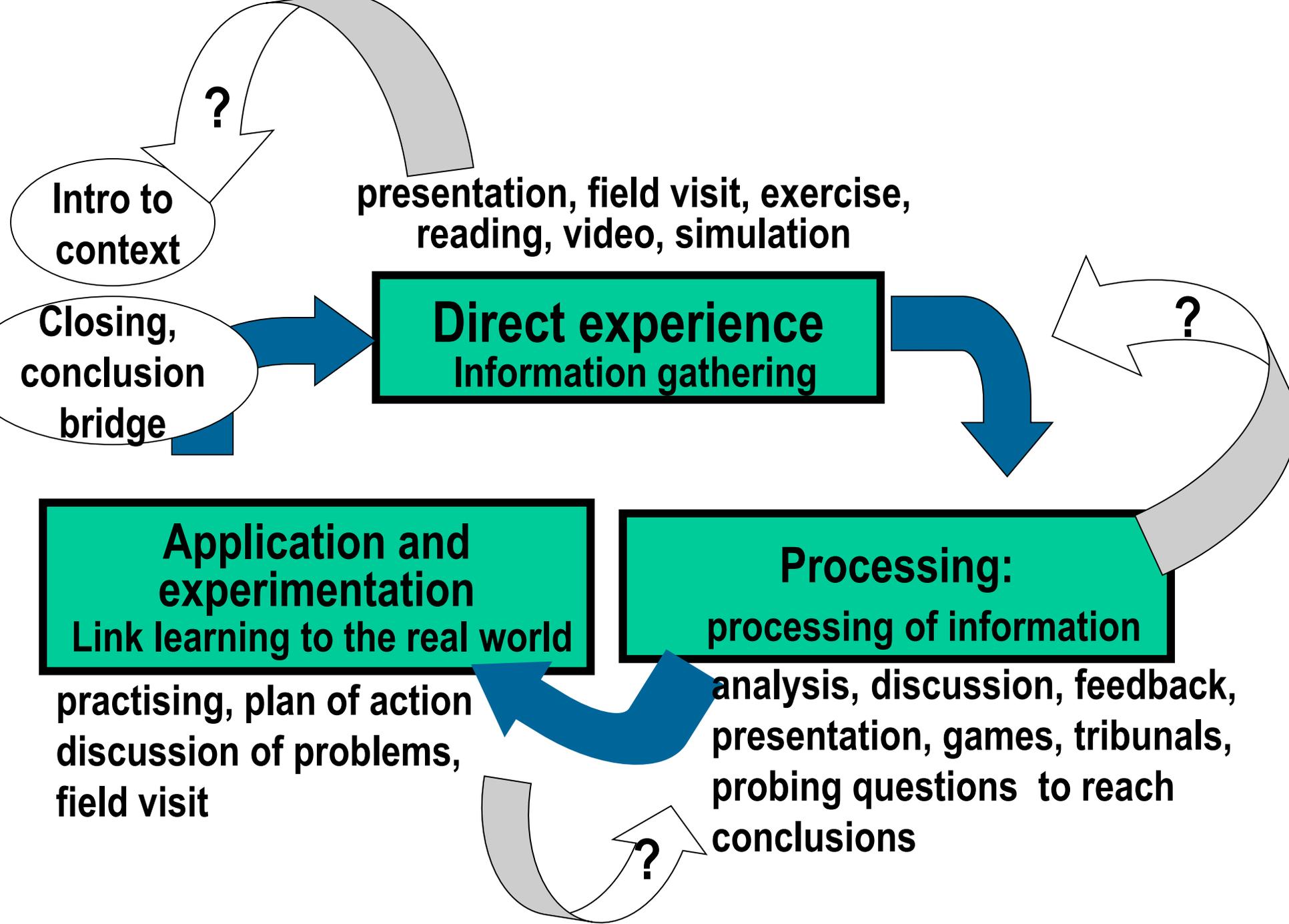
- Select training needs to be addressed
- Study subject matter
- Decide on knowledge, skills and attitudes that need development to address needs

Steps in session design (2)

- Formulate training objectives
- Decide on key points that must be covered and link to objectives
- Design the sequence of activities
- Further detail activities of trainer and trainee
- Identify training materials to be developed (handouts, exercises, etc.)
- List the tools, equipment and materials needed
- Decide on the feedback on learning impact (test, exercise, evaluation, observation)

The experiential learning cycle





First step: the introduction

□ Purpose

- Put the trainee at ease
- Focus attention on the session
- Raise interest
- Provide insight into the programme

□ Methods (not all together)

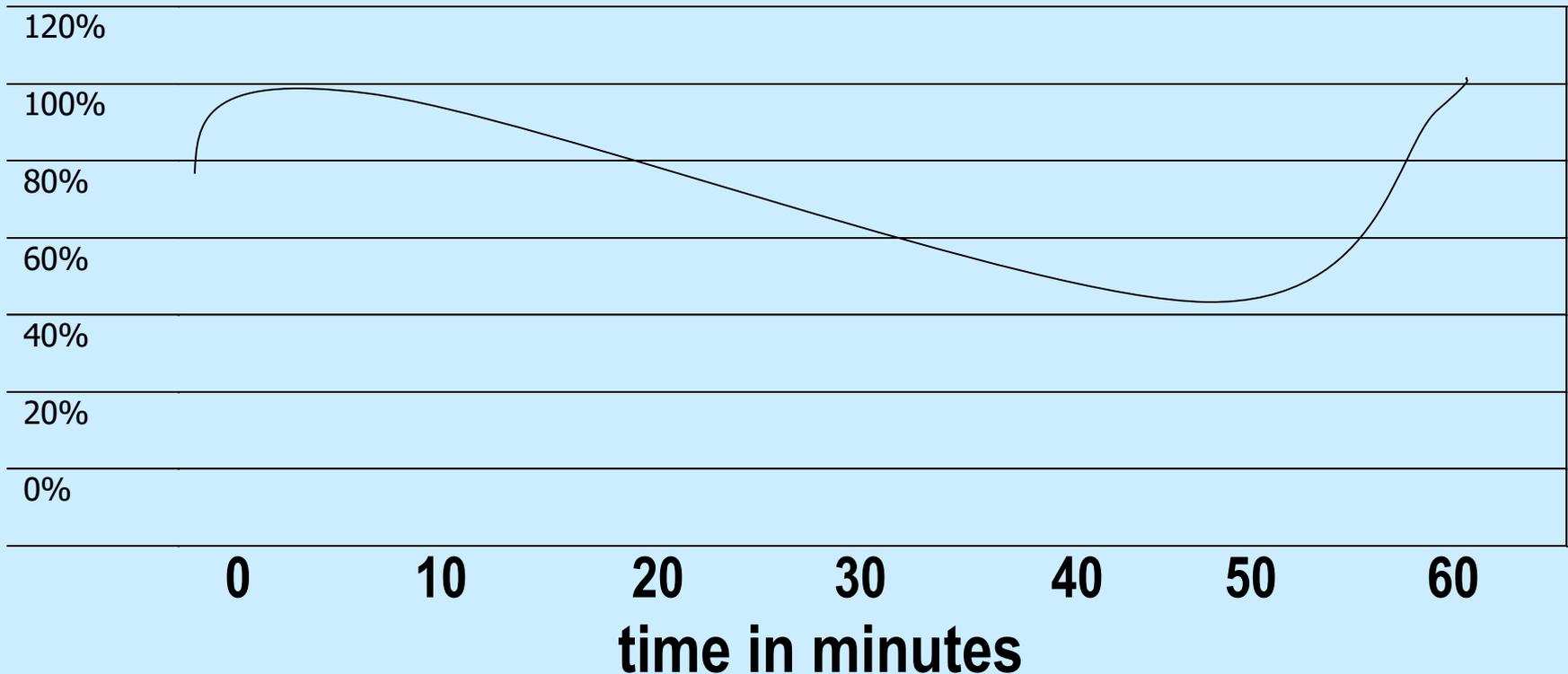
- Introduce session and learning objectives'
- Provide overview to the programme (activities)
- Relate subject to work of trainees
- Relate subject to previous sessions
- Chance to tell anecdote appropriate to the session or subject
- Time to provoke or challenge
- Joke, but....

Last step: closing the session

- Summarise and review the major points
- Conclude major findings, this helps learning
- Provide feedback on assignments, this helps learning
- Provide advice for further study and practice, links to learning in the future
- Preview linkages to future sessions, relevance to future learning
- Review and evaluation, measure learning impact

Decline in participant's retention

percentage of information retained



Source: Mc Leigh in J. E Kerriman (1987)