Step 4: Structure the Agenda and Activities

Once you have determined the learning outcomes in Step 2 and the best way to deliver the session in Step 3, map out a draft agenda according to the allotted time frame4,5.

**Learning Outcomes**:

* What learners will do differently after the session.

**Pre-session Preparation:**

* What participants will review well in advance of the session.

|  |  |  |
| --- | --- | --- |
| Time | Activity | Notes to Remember |
| 8:45 | Gathering, Refreshments |  |
| 9:00 – 9:15 | Opening: | Options if time is running long or short: |
| 9:15 – 10:30 | Activities that address Learning Outcomes: |  |
| 10:30 – 10:45 | Break |  |
| 10:45 – 12:00 | Activities that address Learning Outcomes: |  |
| 12:00 – 1:00 | Lunch |  |
| 1: 00 – 2:30 | Activities that address Learning Outcomes: |  |
| 2:30 – 2:45 | Break |  |
| 2:45 – 3:45 | Activities that address Learning Outcomes: |  |
| 3:45 – 4:00 | Closing: |  |
| 4:00 | Adjourn |  |

**Post-session Follow-up:**

* What participants will review after the session to reinforce the learning outcomes