Step 4: Structure the Agenda and Activities

Trainer’s Work Plan

This can be a useful way to map/track the elements discussed in this section.

**Pre-session**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pre-work Item** | **What are the participant’s instructions?** | **When will it be distributed?** | **How will it be distributed?**  | **When is it due?** | **How will completion be tracked?** |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

**The Session**

| **Start/End Times** | **Total Length** | **Item** | **Who/Resources** | **Description/Notes** | **Facilitation Techniques** |
| --- | --- | --- | --- | --- | --- |
| Opening of the Session |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Main Body of the Session |
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| Closing of the Session |
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**Post-session Follow Up**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Follow-up Item** | **What are the participant’s instructions?** | **When will it be distributed?** | **How will it be distributed?**  | **When is it due?** | **How will completion be tracked?** |
|  |  |  |  |  |  |
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