

Session Plan



Planning is so important for running an engaging programme for your peers. We are not saying this is the only way to plan your sessions, but we wanted to give you an example of a Session Plan and encourage you to think through your sessions with the same detail.

Benefits:

- makes sure that you are organised and that the programme is well thought through
- gets others involved in various elements of the programme and gives them clear expectations
- it empowers other members of your committee/group, whilst keeping them accountable

Example:

Date	5 September 2019	
Session	SU LAUNCH	
Session Coordinator(s)	Amy & Chloe	

SESSION PLAN:

Item (Timing)	Detail (Who)	Required (Who)
Welcome! (3 mins)	-Welcome everyone and share what is happening during this session. (Amy) -Pray (Chloe) -Announcements (James)	Music as people come in (Janet) Microphone (Gareth) Welcome Slide (Ben)
Ice Breaker(s) (8 mins)	Odds/Evens (Amy) My Chair (James)	Organising space and chairs (Trev)
Theme Video (2 mins)	Video (James to introduce)	Video (Ben) Laptop needed & sound link (Gareth)
Theme Intro (7 mins)	Share the idea behind CONNECTIONS as the theme for the year. (Chloe & Dave)	PPT slides to Ben
Closing Prayer (1 mins)	Pray (Amy)	
TOTAL: 21 mins		