

Module One

Session Design

Session Guide

SESSION 4 : Session Design

Objective Setting, Scope & Sequence, Useful Methods, Effective Activities and Simulations, Learning Aids and Objects

Objectives:

At the end of the session, the participants will be able to:

1. plan the scope of topics for a training module or session
2. assign a logical sequence to the selected topics for a training module or session
3. select effective training methods
4. select appropriate activities and simulations
5. select learning aids and objects for effective session delivery

Duration: 3 hours

Time	Trainer	Learners
20 min	Discuss some of the important factors to consider in training session design	<ul style="list-style-type: none"> ▪ Ask questions as needed ▪ Recall the points learned in Sessions 1 and 2 ▪ Recall Session 3 on objective setting
100 min	<p>Discuss the steps in Program Design</p> <p>Step 1: Create clear and concise objectives Step 2: Be clear on the needs of participants Step 3: Organize your thoughts; research on the topic for facts, principles, skills Step 4: Collect ideas; identify main and related ideas Step 5: Prioritize ideas Step 6: Sequence ideas Step 7: Choose the methodology; aim for balance and variety Step 8: Fill in the outline Step 9: Plan timing and duration Step 10: Plan for monitoring points and evaluation</p>	<ul style="list-style-type: none"> ▪ Simulate a training program in which participants: <ul style="list-style-type: none"> - select topics - narrow topics down to appropriate scope - sequence the topics in a logical manner - select appropriate training methods for each selected topic ▪ Design a session outline according to a particular set of skills and aptitudes.
60 min	<p>Summarize the steps by having the participants present their session outline</p> <ul style="list-style-type: none"> ▪ Analyze the programs developed by the participants and critique these based on logic of choice of topics, scope and sequence of topics, and other details 	<ul style="list-style-type: none"> ▪ Briefly present the session outline ▪ Provide feedback and discuss: <ul style="list-style-type: none"> - scope of topics - logical sequence of topics - training methods - activities and simulations - learning aids and objects