



#YALILEARNS

Session Planning Toolkit

We want to help make your #YALILearns session a success—and if you follow the below steps, it will be! This step-by-step planning guide explains the process for conducting a #YALILearns session.

- 1 Choose a Course
- 2 Plan Your Session
- 3 Conduct Your Session
- 4 Report Back

The #YALILearns site (yali.state.gov/learns) also provides a number of resources that can help as you plan your event. Please remember that all #YALILearns sessions are organized on the basis of educating your community with shared YALI Network resources. **You should never charge a fee for a YALI Network event.**

1. Choose a Course

- Depending on your area of expertise or interest, choose a YALI Network Online Course at yali.state.gov/courses that you want to share to others.
- Take (or review) the YALI Network Online Course you have chosen.
- Pass the online quiz and receive your certificate for completing the course.

2. Plan Your Session

- Watch the *Designing and Delivering Training* lesson from the *Workforce Collaboration and Development* Online Course (yali.state.gov/courses/workforce-collab) to learn more on planning a training event.
- Choose your session focus.** Once you've chosen the course, identify which lesson(s) you would like to teach. (Note: teaching the full course might be too much for a single event- think about having a series of #YALILearns sessions depending on how your first event goes!)
- Identify your audience.** Depending on which course lessons you will be facilitating, think about who you want to invite to your session. Do they live and/or work in your community? Are they already actively involved in the topic you will be discussing or are they new to it? These are the kinds of questions that can help you focus your event.
- Plan the logistics.**
 - Find a location to host your session. Community centers, schools and Embassy-sponsored American Spaces are great places to start. If these venues are not available, consider your home or a local park.
 - Decide how many people you will invite to your session based on the amount of space you have.
- Decide how you will present the course.** You have three options:
 - Stream the videos (available at yali.state.gov/courses/),
 - Play the audio (available on each lesson page under the "Audio" tab) or
 - Print and distribute the written transcripts (available on each lesson page under the "Lesson Resources" tab).

- Promote your session.**
 - Getting the word out about your event is key to success. You can find #YALILearns tshirt logos and graphics to use at yali.state.gov/learns
 - To invite YALI Network members that might be near you, create an event on YALI Network face2face: facebook.com/groups/yalinetwork/events/. Invite friends through your event invitation, and consider adding a post to the YALI Network face2face newsfeed.
 - Send an email, WhatsApp message or SMS to friends, family and others in your network inviting them to your #YALILearns session.
 - Consider printing flyers to distribute or personally inviting individuals you would like to come.
- Develop an agenda.** Now that you have identified your session focus and audience, outline your agenda with multiple discussion questions and activities to keep your audience interested. Be sure to customize your agenda to fit your audience’s needs and interests, as well as the time available.
 - To help prepare your session, review the lesson discussion guides that are available on each lesson page under the “Lesson Resources” tab.
 - Check the yali.state.gov/learns site to see if a PowerPoint or additional handouts are available for the course you have chosen to facilitate.
- Practice your presentation.** If possible, use the same space and computer you plan to use for your session so you are comfortable with the audio, video projection and space. Remember, you should not spend the whole time speaking to the group- make this an interactive session so that your participants stay interested!

3. Conduct Your Session

- Arrive early to make sure you have your space set up the way you would like and you have plenty of time to test any equipment you are using.
- Have any handouts for participants or materials needed for activities already prepared.
- Think through any issues that you might run into, and try to prepare for those in advance (what if people are late? What if the internet connection isn’t working properly?). Little challenges will occur with any event, but planning ahead can help ensure that everything goes smoothly.
- Relax and enjoy the event! You’ve planned well and the participants will have a great time.

4. Report Back

Congratulations on facilitating a #YALILearns session!

- Tell us how your session went via the **#YALILearns feedback form** (available at yali.state.gov/eventreport).
- Share your success on the **YALI Network face2face page** (facebook.com/groups/yalinetwork/) to inspire others to lead their own #YALILearns sessions.
- Plan your next #YALILearns session!

Want insights from experienced #YALILearns planners? Check out these great blog posts from YALI Network members who have organized successful sessions:

yali.state.gov/a-step-by-step-planning-guide-on-hosting-a-yalilearns-event/
yali.state.gov/6-lessons-i-learned-organizing-a-yali-network-event/

If you have any questions as you plan your session, don’t hesitate to reach out to your YALI Network peers through the YALI Network face2face Facebook group: facebook.com/groups/yalinetwork/.