



# #YALILEARNS

## Session Planning Toolkit

LEARN TO LEAD AT [YALI.STATE.GOV/LEARNS](http://YALI.STATE.GOV/LEARNS)

You can do a lot with the YALI Network online, but you can do even more in person. By facilitating a #YALILearns session, you can create a positive impact in your area, simply by sharing your knowledge. Facilitating a successful #YALILearns session can be easy, if you just follow these four steps:

**1 Choose A Course**

**2 Plan Your Session**

**3 Facilitate Your Session**

**4 Report Back**

In addition to this Toolkit, the #YALILearns site ([yali.state.gov/learns](http://yali.state.gov/learns)) also provides a number of resources including course Facilitation Guides, blog posts, and promotional materials that can help as you plan your session. 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 any YALI Network event or #YALILearns session.**

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### 1. Choose A Course

- There are more than 20 YALI Network Online Courses on subjects such as business growth, agriculture, leadership, and women's rights. Depending on your area of expertise or interest, choose one of these courses that you would like to share with your community at [yali.state.gov/courses](http://yali.state.gov/courses).
- Take your chosen course, pass the online quiz, and earn your custom course certificate.

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### 2. Plan Your Session

- **Choose Your Session Focus:** Once you've chosen the course, identify if you would like to teach the whole course or a specific lesson(s).
- **Identify Your Audience:** 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 session.
- **Plan The Logistics:** Find a location to host your session, such as a local community center, school, or Embassy-sponsored American Space. The #YALILearns site also provides a sample letter of how to solicit a space, if you need help in reserving a location. Once you have secured a space, decide how many people you will invite to your session based on the amount of space you have.

#### Additional Resources

Visit [yali.state.gov/learns/#videos](http://yali.state.gov/learns/#videos) to view the **How To #YALILearns Video Vignettes**. This four-part video series guides you through the steps discussed throughout the Toolkit, for additional help in facilitating your session.

- **Decide How To Present The Course.** You have three options:
  - Stream the videos (available at [yali.state.gov/courses](http://yali.state.gov/courses))
  - Play the audio (available on each lesson page under the “Audio” tab)
  - Print and distribute the written transcripts (available on each lesson page under the “Lessons resources” tab)
- **Promote Your Session:**
  - Send an email, WhatsApp message, or SMS to friends, family, and others in your network to invite them to your session.
  - To invite YALI Network members who might be in your area, create an event in the Facebook Group, “YALI Network face2face”: [facebook.com/groups/yalinetwork/events/](https://facebook.com/groups/yalinetwork/events/).
  - You can also find #YALILearns tshirt logos, flyers, and other graphics to help promote your session at [yali.state.gov/learns](http://yali.state.gov/learns).
- **Develop An Agenda:** Outline your agenda with multiple discussion questions and activities to keep your audience interested throughout your session. Be sure to customize your agenda to fit your audience’s needs and interests, as well as the time available.
- **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 as interactive as you can!

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### 3. Facilitate Your Session

- Arrive early to test any equipment you’re using and to make sure your space is set up the way you would like.
- Have any handouts or materials needed for your activities ready to go.
- Think through any issues that you may run into, and try to prepare for them in advance. (What if people are late? What if the internet connection isn’t working properly?)
- Relax and enjoy the session! You’ve planned well and the participants are sure to have a great time.

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### 4. Report Back

#### **Congratulations on facilitating your #YALILearns session!**

- Tell us how your session went with the #YALILearns feedback form for your chance to earn a #YALILearns certificate. (Form available at [yali.state.gov/eventreport](http://yali.state.gov/eventreport)).
- Inspire other to lead their own sessions by sharing your success on your social media platforms and in the Facebook Group, “YALI Network face2face”: [facebook.com/groups/yalinetwork/events/](https://facebook.com/groups/yalinetwork/events/).
- Plan your next #YALILearns session!

#### **Additional Resources**

Want more insights from experienced #YALILearns facilitators? Check out the YALI Network Blog for stories and tips from YALI Network members who have organized successful sessions. Visit [yali.state.gov/learns/#blog](http://yali.state.gov/learns/#blog) for the latest stories.