



# #YALILEARNS

## Virtual Session Planning Toolkit

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

By facilitating a Virtual YALILearns session, you can create a positive impact in your area, simply by sharing your knowledge on social media. Facilitating a successful Virtual YALILearns session can be easy, if you just follow these four steps:

- 1 Choose A Resource
- 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 Facilitation Guides, blog posts, and promotional materials that can help as you plan your session. Please remember that all Virtual YALILearns sessions are organized on the basis of educating your virtual community with shared YALI Network resources. **You should never charge a fee for any YALI Network event or Virtual YALILearns session.**

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### 1. Choose A Resource

- There are more than 26 YALI Network Online Courses and Video Vignette Series on subjects such as business growth, agriculture, leadership, and women's rights. Depending on your area of expertise or interest, choose one of these resources that you would like to share with your community at [yali.state.gov/courses](http://yali.state.gov/courses) or at [yali.state.gov/video-vignettes](http://yali.state.gov/video-vignettes).
- Take your chosen course and pass its online course or fully watch all parts of your chosen video series.

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### 2. Plan Your Session

- **Choose Your Discussion Questions:** Visit [yali.state.gov/learns](http://yali.state.gov/learns) to find the Facilitation Guide that corresponds to your chosen course or video series. **For a Virtual YALILearns session, you do not need to review the entire Facilitation Guide! Simply read through the guide and choose the Discussion Question (or two!) that works best for you.** This will be the question(s) that you post to social media to begin your session!
- **Identify Your Audience:** Think about who you want to invite to your virtual session. 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 virtual session.
- **Plan The Logistics:** What social media platform would work best for you to connect with others? Is there a particular time of day or day of the week that would allow more people to be involved in the discussion? Consider these questions before promoting your virtual session.
- **Promote Your Virtual Session:** Send an email, WhatsApp message, direct message on social media, or SMS to friends, family, and others in your network to invite them to your virtual session.

### 3. Facilitate Your Session

- Log on to your chosen social media platform at the time you advertised for your virtual session and post your first Discussion Question! Feel free to send a reminder email or message to the individuals you invited, so they don't forget to join!
- Make sure to monitor and respond to questions and thoughts on the social media thread for your session! You can also invite friends or contacts who are experts in a relevant field to help you answer questions.
- Relax and enjoy the virtual session! You've planned well and you're sure to have a great conversation with your participants!

### 4. Report Back

#### Congratulations on facilitating your Virtual 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](https://yali.state.gov/eventreport)).
- Inspire others to lead their own virtual sessions by sharing your success on your social media platforms.
- Plan your next Virtual 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](https://yali.state.gov/learns/#blog) for the latest stories.