

3 Writing a Plan Video Script

By this stage, you likely have a clear idea of what your workshop will look like. Now it's time to create a plan that you can refer to during delivery.

It is very useful to have a one page plan that details all essential information on one single page. A quick glance mid-session should provide you everything you need to stay on track.

Your plan should include:

- Learning Objective
- Timings
- Key presentation points
- Activities
- Resources

As you become more familiar with running sessions, particularly those that you repeat often, you may find that your plans do not need to be so detailed. However, it is good practice to write a comprehensive plan for each new workshop, as this ensures you have prepared adequately for each part of the session.

Over time, you will develop a planning format that works best for you. To help you get started, we have provided some lesson planning templates in the Lesson Resources, as well as in the Workbook.