

Session Planning Template

Pre-Session Planning



Complete this before facilitating your session, and submit it to your supervisor.

Name:	
Session Title:	Date and Time of Session:
Age Group:	Group Size:
Location of Session:	
Session Objective(s) or Purpose(s):	Priority Outcome: (Check One or More) <input type="checkbox"/> Academic Success <input type="checkbox"/> Good Character and Citizenship <input type="checkbox"/> Healthy Lifestyles
Brief Description:	Core Program Area (Check One) <input type="checkbox"/> Leadership and Service <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Education <input type="checkbox"/> Sports and Recreation <input type="checkbox"/> The Arts
Session Preparation and Setup:	Supplies Needed:
Additional Staff Needed:	Petty Cash Needed:
Vehicle Needed:	Projected Budget/Cost:
Additional Resources Needed/Coordinated:	On-the-Spot Fun Ideas:
Adaptations or Variations: <i>Consider learning styles, ability, skill level, age and developmental stages of youth in your group.</i>	
Date Submitted:	Date Approved:
Submitted By:	Approved By:



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Post-Session Self-Reflection

Complete after conducting the activities in your session.

Name:		
Session Title:		Date and Time of Session:
Lessons Learned: What happened? What worked? What didn't work?		
Successes/Strengths:		Challenges:
Check One: <input type="checkbox"/> Repeat <input type="checkbox"/> Don't Repeat	No. of youth who participated:	Achieved Desired Objective(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how?
Suggested Changes:		What's Next?
Date Submitted:		Submitted By:

Instructions for Using This Template

What is the Session Planning Template? This form helps to track the needs, planning and approval of a program session.

Why is this tool important? Sessions with activities that may require more staff, extra materials, a vehicle, guest speaker or additional budget often need more planning consideration. This form allows staff to communicate those needs and receive approval for sessions or activities that need additional planning or resources.

How do I use it? Before the session, fill out the first page of this form and discuss it with your supervisor or other staff involved. Then document the request and any approvals at the bottom. This form should be used with the [Reference Handout: Elements of a High-Quality Session](#).

After the session, spend some time reflecting on how well it achieved its intended objective(s), and fill out the second page of the form. Share and discuss your insights with your supervisor at your next one-on-one meeting.