

Unit 4 –

Planning, Delivering and Evaluating a Mini Session

Why Planning Matters

- Good teaching does not happen by chance.
- Even a short session needs clear structure and preparation.

Planning helps you to:

- ✓ stay focused on your goal.
- ✓ choose the right method.
- ✓ manage time effectively.
- ✓ feel more confident as a facilitator.

→ A simple plan makes teaching clearer and more effective.

Step 1 – Define Your Purpose

Before planning, ask yourself: ***What is the main message I want learners to understand?***

Keep it simple:

- ✓ One key idea is enough.
- ✓ Avoid too much information.
- ✓ Focus on understanding, not complexity.

→ Example: Stress is a normal reaction and there are ways to cope.

Step 2 – Know Your Learners

Understanding your group is essential.

Consider:

- cultural background.
- language level.
- previous knowledge.
- comfort with the topic.
- group size.

→ This helps you choose the right approach and language.

Step 3 – Choose a Teaching Method

Select one main method:

- ✓ storytelling.
- ✓ visual tools.
- ✓ group discussion.
- ✓ guided questions.
- ✓ simple activity.

→ Do not try to use everything — simplicity works best..

Step 4 – Create a Simple Structure

Example of a Mini Session

Topic: Stress in a new environment

Start with a short story

Ask: “When do people feel stressed?”

Use a visual tool (e.g. stress scale)

End with one key message:

→ “Stress is normal and support is available.”

Step 5 - Keep It Simple

- ✓ Use simple language.
- ✓ Avoid technical terms.
- ✓ Focus on one idea.
- ✓ Give clear instructions.

→ Simplicity increases understanding and confidence.

Step 6 – Facilitate, Don't Lecture

Your role is not to speak all the time.

Instead:

- ✓ guide discussion.
- ✓ ask questions.
- ✓ encourage participation.
- ✓ listen actively.

→ Learning happens through interaction.

Step 7 – Observe and Adapt

During the session, pay attention to:

- participation level.
- body language.
- emotional reactions.
- understanding.

- ✓ slow down if needed
- ✓ repeat or simplify
- ✓ change activity if necessary

→ Good facilitators adapt in real time.

Step 8 – Evaluate the Session

After the session, reflect:

- ✓ Did learners understand the message?
 - ✓ Were they engaged?
 - ✓ What worked well?
 - ✓ What could be improved?
- Evaluation helps improve future sessions..

Simple Evaluation Methods

- ✓ Ask 1–2 feedback questions.
 - ✓ Use a short discussion at the end.
 - ✓ Observe participation.
 - ✓ Ask learners what they learned.
- Evaluation does not need to be complicated.

Self Reflection for Educators

Ask yourself:

- What did I do well?
- What was challenging?
- How did I respond to the group?
- What will I do differently next time?

→ Reflection supports professional growth.

Learning Through Feedback

- ✓ Ask for feedback from participants.
 - ✓ Listen without defensiveness.
 - ✓ Use feedback to improve.
- Feedback is part of learning, not criticism.

Developing Your Skills Over Time

Good teaching develops with practice.

- ✓ try different methods.
- ✓ learn from experience.
- ✓ observe others.
- ✓ continue learning.

→ Confidence grows step by step.