

Getting Started

Planning education sessions for adults doesn't have to be difficult. Follow these easy steps to guide you through the process. Facilitators may also refer to "Checklist: Planning an Educational Session" in the Appendix.

Six weeks before session:

- Determine intended audience, for example, a church group, service organization members (Lions, VFW, American Legion), or senior meal site participants.
- Determine dates and location of sessions, and end date for registration.
- Confirm location availability.
- Have fliers made to advertise sessions including registration process/contact information.
- Place fliers at location and post in public venues including hospital and clinics, pharmacies, neighborhood associations/newsletters, county Health and Human Services, county Aging Department, banks, grocery stores, stores, libraries, and community centers. Send flier via email to same venues.
- If possible, set up meeting date with intended audience to promote sessions.

Five weeks before session:

- Contact newspaper, radio station, Chamber of Commerce and Tourism, and grocery store advertisements to post in community newsletters and fliers, or on an organizational website.

Four weeks before session:

- Contact radio station to set up interview with DJ.
- Meet with target audience to promote sessions. Include brief summary of session topics.
- Begin reviewing curriculum and session materials.

Three weeks before session:

- Continue to review curriculum and session materials.

Two weeks before session:

- Identify and organize optional interactive activities that you will use during sessions.

One week before session:

- End registration. Contact participants to remind and confirm class attendance.
- Organize session materials: copies for registered participants, "Check Your Understanding" pre/post tests, markers, flip charts, name tags, pens, etc. (see Activity: Helpful Materials section).
- Contact the lead facilitator or other local facilitators for any questions or support needed.

Facilitator Notes: _____