

COABE Conference Session Planning Guide

1. Identify Desired Outcomes (What do you want participants to learn?)

What key takeaways (skills, knowledge, or attitudes) should participants' gain?

How will this presentation impact participants' practices?

2. Determine Acceptable Evidence (How will you know they have learned it?)

What indicators will show that participants understand the concepts?

How will you use engagement strategies like polls, discussions, or activities?

How will you gather feedback (e.g., Q&A, post-session surveys)?

3. Plan Learning Experiences & Instruction (How will you facilitate learning?)

Introduction (10 min): Hook the audience with a compelling story, data, or question.

Core Content (40 min): Present key ideas with clear explanations/examples/interactive elements.

Application (15 min): Engage participants in reflection, discussion, or hands-on activities.

Closing (5 min): Summarize main points and provide actionable takeaways.

4. Logistics & Preparation

What materials will you need (slides, handouts, digital tools)?

What tech setup is required (microphone, projector, Wi-Fi)?

How will you stay on track during your 70-minute session?

5. Follow-Up & Next Steps

How will participants apply what they've learned?

How will you provide additional resources (links, readings, resources)?

How can participants stay connected for further discussion or support?