





Facilitating and structuring sessions


Good facilitation is key to running a successful group session. It helps make sure that everyone stays focused and works together to achieve a clear goal. There are some key facilitation skills to keep in mind when presenting.


 **Preparation is key:** Session plans outline what you need to cover in a digital skills session in advance. Check out the session planning resources and pre-written session plans on the [Good Things website](#), or create your own.


 **Ensure objectives are clear:** What are you trying to teach today?


 **Manage participation:** Make sure everyone has an equal chance to participate. Encourage people to speak instead of using chat functions, or call out directly for input if individuals are being too quiet.

 **Adjust your facilitation style:** Make sure you include support for [VAK learner styles](#).

 **Use blended learning:** This is the technique where technology and people come together. For example hold a discussion, followed by an online course, then do a real world practical example.






 **Energise the group:** Add diversity in your activities and plans so it isn't just a lecture.

 **Keep the conversation on track:** Ask good quality, open questions, and redirect conversation if it goes on a tangent.

 **Be honest and transparent:** It's ok if you don't know the answer. You can find out together!

Session structure

There are 5 key features to keep in mind when planning your group session. You can adapt this example to suit your learners, but ensure it contains these key features. Take breaks whenever your learners need it! Snacks are important.

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|  1. Icebreaker | A warm up/icebreaker to create a positive learning space. |
|  2. Connect to the topic | Discuss the topic to set the scene, connecting it to something the learner already knows or may do and share knowledge. |
|  3. Online learning | Doing an online learning activity together to practice using their device, learn more and learn important safety tips - the Be Connected website is great for this. |
|  4. Practical activity | A practical activity to have a go themselves. |
|  5. Reflection | Reflect on the session as a group and what they have learnt to draw the session to a close. |

If you need additional resources to help you structure your session, refer to the materials below:

- [Writing a session plan](#): Instructions to guide you through planning a session.
- [Session plan template](#): An easy to use document that you can populate with your session ideas.
- [Creating a positive learning experience](#): Guidance on how to create a session that will leave learners with a positive and inclusive experience.