

Session plan: purpose, activity, practical use, and access

Plan the session around what participants will be able to use afterward. Set one clear learning goal, use an activity based on their work, offer something useful to take with them, and arrange access in advance.

Content

Learning goal: write one sentence describing something participants will be able to do, such as drafting the access section of their own notice.

Activity: give participants time to work with their own materials, in pairs or small groups, within a clear amount of time.

Practical use: name what each person will leave with and how they will use it next, such as a program checklist, notice plan, or team climate plan.

Access: arrange captions or real-time captioning, send materials in accessible formats ahead of time, and offer an alternative to activities that require dragging items or working under a time limit. Arrange language interpretation or translated materials when participants need them. Use plain-language slides with built-in headings. Do not rely on icons alone.

Follow-up: choose a date and a way to learn whether participants were able to use what they completed.

Next steps

- **Facilitation path** — program page [/practice/gp-5](#)
- **Access checks before a session** — program page [/library/ja-access-checks](#)

Practice paths this supports

- Planning a learning or facilitation session