

Dr. Hoyt's Mini-Workbook to Developing an AWESOME Educational Session

In this workbook, you will learn how to:

1. **Develop a clear overview of what you want your learners to take away from your session**
2. **Plan out - very tactically - how your session will impart knowledge into your learners**

**After completing this workbook, you will be ready to
develop your session!**

This workbook was developed by Dr. Alice Hoyt. Please use and share!

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Theme and Purpose

These are the first two considerations in planning your learning session.

Theme

If you have been asked to give a presentation, chances are there is a certain theme for this session.

Example: at the AAAAI meeting, you may be asked to give a 15-minute talk on epinephrine policies, and this talk will occur during a 60-minute session on allergy management in schools. The target audience is allergists.

Your theme has already been determined: allergy management in schools.

Your target audience also is already defined, which you will keep in mind as you plan your presentation.

Purpose

The purpose of your presentation is the overarching, “40,000-foot” view of what you are trying to achieve.

Example: your talk on epinephrine policies at schools may have the overarching goal of raising awareness to your audience that epinephrine policies typically exist at schools but may not always be evidence-based.

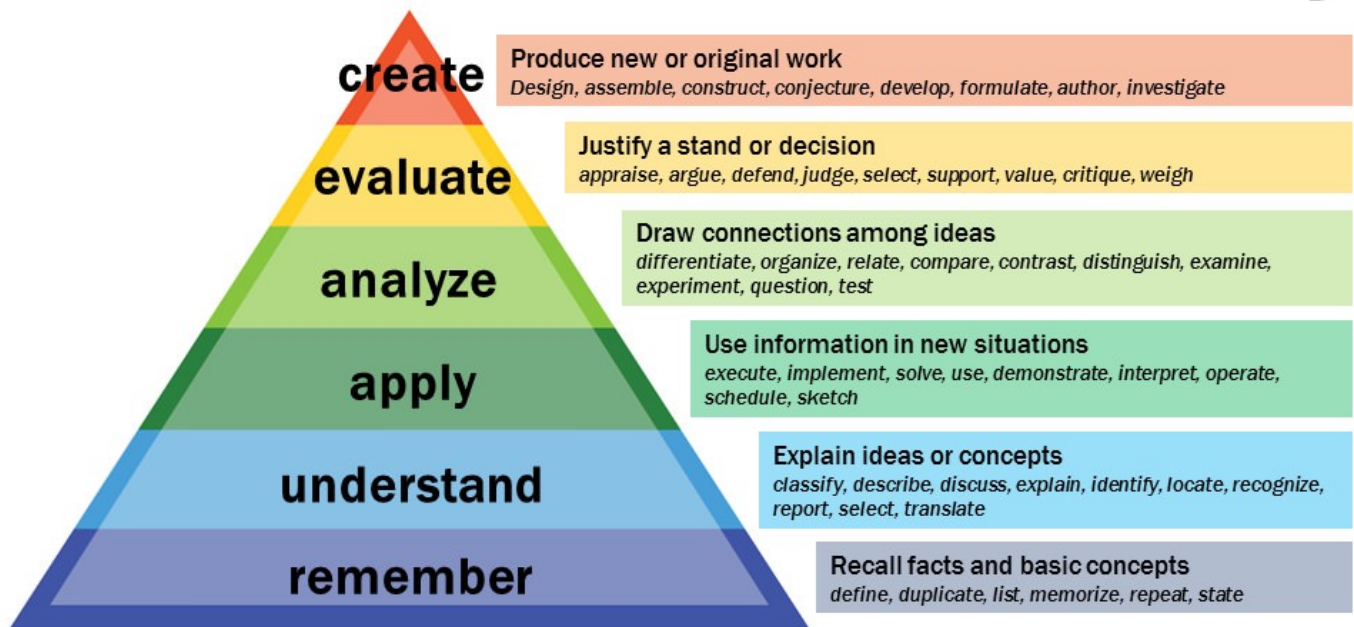
Then you base your objectives on this purpose.

Great objectives will allow your session to really Bloom.

Writing clear learning objectives are imperative to your session being successful.

Bloom developed the approach to objectives in the pyramid below. The more basic, foundational objectives are found at the bottom of the pyramid, and objectives advance as you step up the pyramid.

Bloom's Taxonomy



 Vanderbilt University Center for Teaching

Every piece of content you present in your session needs to be integral to your learner achieving the objectives. Your objectives will guide what content to include in your session.

Bloom is SMART.

To help you write clear, effective, Bloom-friendly objectives, add the SMART approach.

This approach helps you write objectives that set up your session for success (as defined by you creating a session that will result in learning for your audience).

Specific	What specifically do you want your learners to learn?
Measurable	What metric(s) will be used to gauge whether learning has taken place?
Achievable	Given your session's time and the audience, is this objective able to be achieved?
Relevant	Given your session's theme, is this objective relevant?
Timed	Can this be achieved within the time of the session?

Example objective for **15-minute presentation on epinephrine policies** within an "allergy management at schools" session. The target audience is allergists at the AAAAI meeting.
After participating in this session, you (learner) will be able to define stock epinephrine.

Specific	"Definite stock epinephrine" is specific.
Measurable	This is measurable as either they do or do not accurately define this term.
Achievable	Within a 15-minute session, yes, my audience allergists will be able to meet this objective.
Relevant	Since I'm presenting within a session on allergy management at schools, yes, this is very relevant.
Timed	Yes, I am putting an "achieved by X date/time" on this objective - achieved by the end of my session.

This tactical approach to writing high-quality, SMART-Bloom objectives helps you develop a coherent, content-rich session. These objectives then allow your learners' brains to plan to receive this content, essentially providing a roadmap for what they are about to learn.

Gagne's 9 Events will plan out your SMART-Bloom session.

Gagne wrote the nine events of learning (below). They will help you **tactically strategize your session**. This provides a framework to ensure you have an effective, engaging way to teach your learners.

The 9 events include:

- 1. Gain attention.**
- 2. State the session's objectives.**
- 3. Stimulate prior knowledge.**
- 4. Present your content.**
- 5. Offer learning guidance.**
- 6. Elicit performance.**
- 7. Provide feedback to your learner.**
- 8. Assess your learner's performance.**
- 9. Enhance retention and transfer of knowledge.**

Every piece of content you present in your session needs to be part of one of these nine events, and all content needs to help your learners meet those SMART-Bloom objectives. If you have content that does not fall into your objectives, you either need to change your objectives or omit that content, all while keeping in mind your overall session/conference theme and your time constraints.

Your key components.

Complete the following questions to begin planning your session.

Key Planning Questions

What is the overarching THEME of your session? And what is the overarching PURPOSE of your session?

Who is your target audience?

What are the key facts/knowledge and skills you want your audience to have obtained by the end of your session? Be specific. Example: you want your learners to know where to find their own state's epinephrine legislation.

What are your SMART-Bloom objectives?

Remember: upon meeting these objectives, your learners should have obtained the knowledge and skills you want them to know. Limit this to 2-3 objectives for your session.

What materials/resources do you need to assemble or create? Example: PowerPoint, reference articles... Consider a checklist here.

Let's assemble your session.

Now that you are clear on the key components of your session, let's give it a framework using Gagne's 9 Events. By "chunking" Gagne Events within your objectives, you will help learners solidly grasp the content before moving on to your next objective.

Content Outline – Overview of Content to Include		
Session Outline	Content to Include Gagne Event (1-9) denoted by numbers below.	Checklist of Content To Include
Gain attention	1. Detail your hook <ul style="list-style-type: none"> • Video? • Imagery? • Narrative? 	
Objectives Overview	2. Spell out what your learners are about to learn (aka your objectives)	
SMART-Bloom Objective #1	3. Stimulate prior knowledge 4. Content – be creative! 5. Guided learning 6. Learner practice 7. Provide feedback	
SMART-Bloom Objective #2	3. Stimulate prior knowledge 4. Content – be creative! 5. Guided learning 6. Learner practice 7. Provide feedback	
SMART-Bloom Objective #3	3. Stimulate prior knowledge 4. Content – be creative! 5. Guided learning 6. Learner practice 7. Provide feedback	
Assessment	8. How will you confirm your learners have met the objectives and, by meeting all objectives, have achieved your goal for the session? This may be a quiz or skills check.	
Retention Strategies	9. How will you encourage your learners to revisit this information? You may consider recommending time-specific revisits (use SMART criteria!).	

Into the weeds we go!

Now we are really getting into the details. The table below is your Presentation Map. Every piece of content in your presentation should serve your learners by helping them achieve one of the session objectives (column 2: “Objective #”). The content should fit nicely into a Gagne Event (column 3: “Gagne Event #”).

Presentation Map – Specific Content to Include (allow at least one minute per slide)			
Slide #	Objective #	Gagne Event # (1-9)	Slide Content
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Keep in mind that each slide should be allotted at least one minute to describe. This means a 15-minute presentation should have no more than 15 slides and, if your slides have loads of content, then you should plan fewer slides. This will help you not run over or have to rush your last slides.

Questions?

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