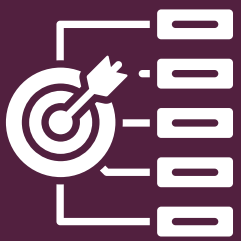


Anatomy of a 90-Minute Learning Experience

01

Session Snapshot

Provide a high-level overview of the session logistics. Highlight the essential details that facilitators and participants need at a glance, including the session title, delivery format, intended audience, duration, facilitator(s), and platform/location.



Learning Objectives

Write clear, measurable learning objectives that describe what participants will be able to do by the end of the session. Use Bloom's Taxonomy to choose action verbs that match the intended level of learning, such as identify, explain, apply, analyze, or create.

02

03

Agenda & Timeline

Create a visual layout that illustrates the flow of the session using a horizontal or vertical format. Include key segments such as Welcome & Icebreaker, Content Block 1, Breakout Activity, Debrief, Content Block 2, Wrap-Up, and Evaluation.



Tools & Materials

Highlight the tools and materials that support learning and engagement. Include visuals for slide presentations, reference materials, collaborative whiteboards, interactive polling tools, breakout group features, and virtual drawing spaces.

04

05

Evaluation

Prepare the methods used to evaluate the effectiveness of the session through a mix of visual symbols or icons. Include representations for participant feedback, knowledge checks, reflective activities, follow-up discussions, and manager input.



Follow Up

List the key follow-up actions that extend learning beyond the session using a set of simple icons or visual cues. Include elements such as access to recordings, additional resources, summary communications, optional coaching or office hours, and reporting of participation or feedback metrics.

06