Intended Audience

*This facilitation guide is designed for use by:*

* Student leaders for programming
* Advisors to student leaders
* Anyone who wants to plan a program

Learning Outcomes

*Through participation in this training session, students will be able to:*

* Brainstorm fun and creative program ideas.
* Create successful and organized programs, whether they are large scale, in their residence hall, or with a small group.
* Successfully evaluate their programs and learn how to improve future events.

Sharing Content

Present the provided presentation in-person or via zoom. You will provide tools for planning programs (action steps, practice, evaluation) through the presentation and then groups will do a mock program and see how they have learned the action steps.

**Materials Needed:**

* Large sheets of paper (large sticky pads are useful for this)
* Markers
* Projector

Exercises and Activities

There are 2 activities that involve making a program. In the first activity they will make a program based on the action steps that they were provided. In the second part they will reconsider how to tweak the program based on the extra considerations from the presentation.

***Section 1: Action Steps for Programming Presentation               (Time: 5-7 Minutes)***

* **Introduction**
  + There are very simple steps that can be followed when creating a program. These action steps are a helpful guide that can be adapted to your specific program.
* **Step 1: Brainstorm program ideas**
  + Questions to ask yourself:
    - What do I think would be engaging for students?
    - What are fun things that I would want to do with my friends?
    - What are the needs of my community right now?
      * I.e., spaces for marginalized students, self-care needs, academic struggles.
* **Step 2: Consider the logistics**
  + Who, what, when, where, how, and why?
    - Who is my target audience?
    - What will we have them do?
    - When will this happen?
    - Where will this happen?
      * Do we have an indoor space in case there is inclement weather?
    - How do we want to advertise?
    - Why are we doing this? Will residents see the purpose of the program?
* **Step 3: Preparation**
  + Reserve the space you need.
    - BEN, Housing spaces, residence hall spaces.
  + Buy any materials (SAVE THE RECEIPTS).
  + Advertise (flier, social media, etc.).
  + Arrive with plenty of time before for preparation.
    - Make sure you clear out the space (ask students to move, move tables, etc.).
    - If you have presenters/collaborators.
      * Make sure they can get into the building.
      * Make sure they have the proper resources they need.
    - Double check that you brought all the materials you need.
    - Pick up any food you ordered.
  + If you are hosting a program via CarmenZoom, make sure to schedule a CarmenZoom meetings and that participants have access to the link and password.
* **Step 4: The actual program**
  + Lead when you can.
  + Remain calm if something doesn’t go to plan (this will happen almost every time).
    - Go with the flow!
  + Consider taking attendance.
  + Keep track of what is going well and what is not going well.
    - Ask for help if you have any questions or concerns.
* **Step 5: Post-program evaluation**
  + How many people showed up?
    - How many people did you advertise to?
    - Who was included and who engaged?
    - Who was not present or did not engage?
    - How do I personally change that to engage others?
  + What went well?
  + What didn’t go well?
  + How can we tweak this for the future?

***Section 2: Program Activity***   ***(Time: 10-15 Minutes)***

* Participants plan their own mock-program.
* Have them break out into groups of 4-5 (they can group up with the people around them, if using zoom then random breakout rooms would be fine).
  + Each group plans a program that they think would be fun.
  + Have them go through the action steps.
    - Steps 4-5 don’t necessarily need to be included but they can brainstorm how they could improve the program.
  + Present their program to the group.

***Section 3: Additional Consideration Presentation                    (Time: 5-7 Minutes)***

* How to Create Inclusive Programs
  + Include a disability statement in each flier.
    - “If you have questions or need accommodations please contact [yourname.#](mailto:yourname.#@osu.edu)@osu.edu”.
    - You should use your own email so you can add any accommodations that may be needed for the program.
  + Consider accommodations before someone asks.
    - If you have a bus, consider ordering 2 buses ahead of time (one with wheelchair accessibility and one without) and cancel the wheelchair accessible one by the company’s deadline if no one needs it.
    - Make sure the space you reserve is accessible (i.e., ramps, elevators).
  + Consider any dietary needs or accommodations.
    - Gluten free, vegetarian/vegan, halal, kosher, lactose-intolerance, etc.
* Collaboration
  + Collaborate as much as you can. This can make the job easier!
    - For example, if you want to plan a program on writing skills, you should reach out to the Writing Center and see if anyone would be willing to come in.
      * Reaching out can be as simple as emailing people in the department and asking for their help.
  + Resources to collaborate with:
    - Campus centers, faculty, other student leaders, building staff, campus resources, etc.
* Over-Programming
  + If you have too many programs in one week it can become overwhelming.
  + High program times includes move-in, holidays, gamedays, and midterm season.
    - Try to coordinate so this doesn’t happen.

***Section 4: The Importance of Re-evaluation                  (Time: 5 minutes)***

* **Programs are rarely perfect**
  + Successful programs are a result of countless trial-and-errors.
  + Revisiting your program and evaluating potential flaws or blind spots is very helpful.
* **Activity**
  + Each group can return to their program and consider how they might better the program.
    - This can relate to providing more accommodations, simple tweaks, or how they might advertise better.
    - Questions to consider:
      * What can make different aspects of this program more reasonable?
        + Budget, timeframe, space reservation
      * How can we make this program more accessible?
      * How can we collaborate with other on or off-campus resources?
      * How can we more effectively advertise for this program?
  + Groups then shares out the changes they made.
    - Other groups can provide feedback on how they might change it more.

***Section 5: Conclusion                        (Time: 5 minutes)***

* Parting words
  + Programming is enjoyable and fun when done successfully, and you can have just as much fun as the students.
  + Follow these action steps to create the program and prepare as much as you can beforehand!
  + Be sure to consider inclusivity, collaboration, and over-programming when you do make these programs.
  + Evaluate yourself afterwards.
    - There is always room to improve, and it will help you for your next program.

***Reflection Questions****:*

1. What aspects of other group’s programs did you think were effective? What aspects could use improvement?
2. What, if any, steps in the programming were not included in the presentation?
3. How has your knowledge on programming broadened after this presentation?