



## PLANNING YOUR SESSION

### Living our Professional Values: Essentials for Faculty Development Guide



Now that you're ready to plan your session, here are some questions to consider.

1. Who are your learners?
2. How many learners will there be?
3. How well does the group know each other? (including the session leader)?
4. How much time do you have?
5. Will the session be in person, online or a blended session?
  - a) What space will you need or what electronic format is best to meet your needs?
  - b) What additional materials / handouts do you need?

The Essentials have been designed to be delivered either in person or online. In both contexts, interactivity is essential, as is delivering a learning environment that supports the Professional Values articulated in the content of the session. It is also worthwhile considering a co-facilitation model (particularly if you are planning an online session)

The following Tip Sheet on ***Creating Psychologically and Culturally Safe Learning Environments*** describes best practices for optimizing your learning environment - whether in person or online - while providing effective education. We also provide resources specific to inclusive teaching and virtual learning in the Appendices.

The *Tip Sheet on Creating Psychologically and Culturally Safe Learning Environments* is designed for all faculty involved in teaching and also provides an important guide for your own session on Professional Values.

The Essentials include a menu of materials ranging from primarily didactic (powerpoint) to highly interactive (scenarios and discussion). Considering the questions above will allow you to consider which of these materials you may wish to include. Generally, a short introductory session with a large audience of individuals who are strangers to one another may lend itself to a more structured, didactic approach. A longer session with fewer individuals who have known each other for some time may be more conducive to open discussion and debate. However, neither of these statements is true for all educational sessions. Other relevant considerations are your style and comfort level as a teacher, your goals for the session, and whether or not you will be able to schedule more than one session.

We encourage you to seek consultation with our consultants if you are unsure what approach is best suited to your session (see appendix 6 for contact information).