Activity Planner

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When planning an activity, it can be helpful to have a template and plan out the steps to ensure that you meet any required outcomes that you are trying to achieve for your library.

State Library has developed a basic template below as a guide.

Activity Details

Name	Try to use an engaging title
Outcomes	What is your activity trying to achieve in terms of participant learnings such as: - Team building skills - Develop critical thinking and problem solving skills - Introduction to procedural coding - Prediction skills - Introduction to block based coding - Engagement in collaborative design
Age Group	What age is your activity aimed at. Try to limit the range to 5-7, 8-12, 13-16 so that there is not too much of a age or skill range
Method	How will the activity be delivered. One on one or groups of 2-4
Participant to facilitator ratio	What is the ratio of staff to students? This will help determine how many participants can be in the activity. The average ratio is 6:1. If the activity is challenging, you may need to reduce this to 4:1
Duration	How long is the activity and is it run over multiple sessions? Don't forget to include any breaks if the activity exceeds 90 minutes

Preparation and Materials

Create a list of all the materials you will need for the activity and how many per participant or group.

Think if your activity will have any certificates or awards given out at the end.

Don't forget to include the venue details such the space required, any tables, whiteboards, etc. It is also best to mark out specific areas of the activity space such as the working spaces, where components are to be stored, etc.

Activity Steps

Now it is time to list out the steps of the activity. Below is an example, however don't be afraid to break it down further and add more if it will make delivering the activity clearer.

1. Introduction

Time: 5 mins
Introduce yourself, participants introduce themselves, cover any housekeeping. Cover basic group rules such as working together, being respectful and taking turns. Explain the aim of the workshop (above).

2. Teams

Time: 10 mins
If working in groups, this time could be used to create the teams, naming them and if the activity is 90 minutes or longer, a quick team building exercise to help unite the participants

3. Demonstration

Time: 10 mins
Show participants what it is you want them to try to achieve today. Ask if there are any questions.

4. Experiment and explore

Time: 40 mins
Describe the hands-on learning participants will engage in. List any specific instructions or steps that need to be undertaken or a goal participants will work towards.

5. Evaluation and Closing

Time: 5 mins
At the end of the session, ask for volunteers to share their learnings or how they found the session. Ask participants to clean up their areas and thank everyone for their participation and team work. Hand out any certificates, awards.