

Six Core Principles for Planning a Successful Event



Learning will be maximized when we intentionally plan and design events – starting before they get there to after they leave. The model above can help us ensure this.

It is the responsibility of the designer and the facilitator to ensure safety, respect, engagement, relevance, inclusion and immediacy are present *before, during and after* a training. When these principles are well attended to learning is maximized and real impact is more possible. When any of these principles are lost at any given time, the other principles are also in jeopardy, and learning may be compromised.

Consider:

- How can you start to ensure the six core principles before your learning-centered event?
- How can you attend to these during your event (during plenary sessions, panel session and workshops; in the main room and the breakout rooms; during breaks and lunch; as participants arrive and as they leave)?
- How can you attend to these after your event?

6 Core Principles for Learning – *a tool*

What will/did you do to ensure each of the 6 core principles of learning for your event?

What will/did you do?	What can you do more or less of?
Safety	
Respect	
Engagement	
Relevance	
Inclusion	
Immediacy	