P**lanning your PASS/PAL session**

**Preparation**

Things to consider:

* Have you worked through the checklists?
* Are there any topics the students have said they want to focus on?

Date:

Time:

Location:

Promoting Events:

**Social Events:**

Are there any social events that you are organising for the group that you want to promote? (This could be one you organised, a Union event or a community event).

**Academic Events:**

Have a think about any skills@library workshops or School events that would be of interest to them.

YES

Have a look at the Inspiration Cards as inspiration for how you could run the session.

NO

Think of an academic skill that would be useful for the students at this point and use the session plans to help you come up with activities.

Previous Session:

Is there anything you learnt from the previous session that you could use to improve this one?

**Session Plan**

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What is the purpose/aim of this session?

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| --- | --- | --- | --- |
|  | **Timing** | **Activity/Content** | **Which Student Leader will lead?** |
| **Introduction** |  | Is an ice-breaker appropriate? |  |
| **Main Body** |  | Have you looked at the session plans or Inspiration Cards? |  |
| **Wrap-up** |  | Recap and let students know of anything they need to do before the next session. |  |

**Evaluate**

Think about what went well and what could be improved?

Did you find any particular moments difficult? Why? What do you need to do for the next session?

Is there anything you need to feedback to your School during your debrief session?

Is there a particular module all students are struggling with? Is something on their VLE perhaps not working? Remember that PASS/PAL is designed to be able to provide real-time feedback to help improve your course so let staff know of any issues.

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