Essential Training Session

Create training sessions tailored to your needs and your participants, starting with the essential building blocks of great learning experiences.

In this template for experiential learning, based on Kolb's learning cycle, you will find space to prepare the group, practice skills, learn new content and reflect on how to apply it to real-world situations after the training.

Simply click on Export, then Duplicate this session to tailor it to your needs, add your favorite activities and adapt the flow to your group!

logistics energizer/icebreaker exercise discussion/debriefing break content

TIME	NAME	DESCRIPTION	ADDITIONAL INFO
09:00 0	**Before the session**	• Set up the room • Prepare materials • Share with participants some information about what will be expected of them in this session	
09:00 10m	**Introduction**	• Introduce yourself and the aim of the training session • Clarify any logistics (such as where the coffee break will be) • Share the agenda for the day	
09:10 10m	**Group agreements**	Enable presence and participation by making clear what is expected from participants during the day. Propose some group agreements and invite the group to add anything else needed to create an excellent learning environment.	
09:20 10m	**Icebreaker**	Break the ice with an activity to enable participants to meet one another and introduce the topic of the session.	Find over 100 icebreakers and energizers in SessionLab's Library -> Or start with a selection of all-time favorites here: https://www.sessionlab.com/blog/icebreaker-games/
09:30 30m	**Training activity**	Experiential learning begins with training activities designed to test skills, often in playful ways, with direct, practical experience.	The order of activities in this template is based on Kolb's learning cycle, a framework illustrating the steps needed for effective learning to happen. **In this framework, the first step is known as concrete learning** and refers to practical activities, often in teams, in which participants are given the opportunity to engage directly with the topics and challenges of the training.
10:00 10m	**Debrief**	Debrief with the group what happened during the activity and start teasing out learnings and generalizations.	**This is the second step of Kolb's learning cycle, reflective observation.** At this stage, participants form and share opinions about what happened during the learning activity.
10:10 10m	**Break**		
10:20 30m	**Presentation**	After direct experience and reflection, participants are likely to need some food for thought: offer some theory, models, and framework to help conceptualize and articulate learnings.	**Abstract conceptualization is the third step of Kolb's learning cycle.** Based on this model, explanations, content, and logical approaches are most likely to be understood and remembered if they come after practical experiences and reflection.
10:50 40m	**Simulation, role play or case study**	Time to try again with some practice, applying new concepts through activities that bring learning one step closer to reality, such as simulations, role plays, or group analysis of case studies.	In **the fourth and last step of Kolb's learning cycle, called active experimentation,** learners are tasked with using their new knowledge in activities that mirror reality and demonstrate how learnings can be applied in real-world practice.
11:30 20m	**Collecting learnings**	Debrief the training session with an activity to collect and share learnings from the day and/or establish action points participants wish to take after the training.	
11:50 10m	**Feedback & closing**	Collect feedback from the session and close with a final checkout round.	
12:00 0	**After the session**	Send participants follow-up material such as certificates of attendance, slides and/or a bibliography.	

12:00

TOTAL LENGTH: 3h 00m

Essential Training Session - block details

09:00
0

Before the session

- Set up the room
- Prepare materials
- Share with participants some information about what will be expected of them in this session

09:00
10m

Introduction

- Introduce yourself and the aim of the training session
- Clarify any logistics (such as where the coffee break will be)
- Share the agenda for the day

09:10
10m

Group agreements

Enable presence and participation by making clear what is expected from participants during the day.
Propose some group agreements and invite the group to add anything else needed to create an excellent learning environment.

09:20
10m

Icebreaker

Break the ice with an activity to enable participants to meet one another and introduce the topic of the session.

ADDITIONAL INFORMATION

Find over 100 icebreakers and energizers in SessionLab's Library ->
Or start with a selection of all-time favorites here: https://www.sessionlab.com/blog/icebreaker-games/

09:30
30m

Training activity

Experiential learning begins with training activities designed to test skills, often in playful ways, with direct, practical experience.

ADDITIONAL INFORMATION

The order of activities in this template is based on Kolb's learning cycle, a framework illustrating the steps needed for effective learning to happen.

In this framework, the first step is known as concrete learning and refers to practical activities, often in teams, in which participants are given the opportunity to engage directly with the topics and challenges of the training.

10:00
10m

Debrief

Debrief with the group what happened during the activity and start teasing out learnings and generalizations.

ADDITIONAL INFORMATION

This is the second step of Kolb's learning cycle, reflective observation. At this stage, participants form and share opinions about what happened during the learning activity.

10:10
10m

Break

10:20
30m

Presentation

After direct experience and reflection, participants are likely to need some food for thought: offer some theory, models, and framework to help conceptualize and articulate learnings.

ADDITIONAL INFORMATION

Abstract conceptualization is the third step of Kolb's learning cycle.

Based on this model, explanations, content, and logical approaches are most likely to be understood and remembered if they come after practical experiences and reflection.

10:50
40m

Simulation, role play or case study

Time to try again with some practice, applying new concepts through activities that bring learning one step closer to reality, such as simulations, role plays, or group analysis of case studies.

ADDITIONAL INFORMATION

In **the fourth and last step of Kolb's learning cycle, called active experimentation,** learners are tasked with using their new knowledge in activities that mirror reality and demonstrate how learnings can be applied in real-world practice.

11:30
20m

Collecting learnings

Debrief the training session with an activity to collect and share learnings from the day and/or establish action points participants wish to take after the training.

11:50
10m

Feedback & closing

Collect feedback from the session and close with a final checkout round.

12:00
0

After the session

Send participants follow-up material such as certificates of attendance, slides and/or a bibliography.