

ACTIVITY OUTLINE

- Name of your activity** It should be catchy, easy to understand, but at the same time involve the basic idea of what can the participants expect.
- Level of understanding** What previous knowledge are the participants expected to have on the main subject of the planned activity? This can range from **basic understanding**, to **practical use**, to higher levels, such as **mastery** or the **ability to explain to others**.
- Goals/tasks of the lecturer/trainer** Write down the practical tasks that the lead of the activity will have to go through. Best would be to do it as a list of numbered tasks, where one task comes after another.
- Goals for the participants** This should be a short description of the perfect outcome of your activity when it comes to the skills and knowledge the participants are going to gain. The goal should sound like a statement, for example, “participants have gained basic knowledge about AI” or “participants are able to use ChatGPT without assistance”.
- Actions to reach reach the goals and methods used.** As you have set both the goals for the leader of the activity and its participants, this slot should count down the methods that you will use to reach your goals. Keep in mind the time and other resources you are given, so that the practical actions that make up your activity are realistic and doable. You can make a draft of the first list and then narrow it down and adjust, if such approach can help. You can separate actions taken by the leader of the activity and the participants, or you can compile a list of actions and methods that everyone will be involved in.
- Resources needed** Write down all the practical things that will be needed for your activity to happen as you have planned, including the event space, materials for practical activities, technical equipment you will require as well as write down specific digital programs or apps you will use, if the activity will involve them.