Session Title:
Before this session, I must complete: *(PowerPoint, Menti, set up FlipGrid or Jamboard, write out instructions for an activity, etc.)*

1. Welcome your participants as they join on Zoom and share your excitement for today’s workshop!

 - Have a [welcome question](https://www.quizbreaker.com/ice-breaker-questions) prepared so you can engage participants right away

2. Once everyone has arrived, begin with welcome and opening prayer. Also allow time to pray if anyone has any urgent requests to pray for.

3. Next, read together or have someone read the lesson objectives/outcomes for today from a PowerPoint, handbook, or menti, etc. Keep it to 3-4 objectives or less

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3. Overview the day and point out any key activities/components and when you will have your break:

* Lesson time:
* Small groups time:
* Break time:
* Conclusion/wrap up:

4. Lesson (fill in information you need to remember to keep you on track, like activity instructions, key scripture verses typed out, etc)

* Today we are…
* Our first activity is…
* In Scripture today let’s read from…
* In small groups we will discuss the following:
* During the break, think about:
* To conclude our time together, we will…
* Let’s pray and ask God to help apply what we’ve learned…

5. Conclusion:

* Before you leave today…
* Thank you for being engaged in our time together…
* Before we meet again next time, please prepare…
* Now we will pass out the certificates...

6. Follow-up Communication:

* As soon as possible after the session, send out a message with a summary of your session, homework or assignments, resources like links or articles, and any other information they need to know for next time.
* Check in with your participants throughout the week through whatsapp, messenger, sms, or email

