

Inspiring young People in STEM program

Checklist for the activity planning process

Discussion and Planning Process

Communication and Negotiation

- Open a dialogue with educator to share ideas
- Find a convenient time to communicate
- Establish method of communication

Managing Expectations

- What subject areas does educator need support with?
- Does this match your skill set?
- What type of activity is required?
- Agree on time commitment and availability
- Involve other volunteers/STEM Ambassadors?

Audience

- Who is your target audience?
- What is their age range?
- Discuss ability levels and identify special needs

Activity development

Format

- What is the maximum capacity for activity?

- How many participants are there?
- Sustainable activity duration and number of sessions to engage all participants
- Mode of delivery
- When will activity take place?

Activity summary

- Title and brief description
- Subject areas/curriculum links
- Activity aims
- Learning outcome(s)
- Link to the real world
- Add personal narratives and experiences
- Feedback to educator

Risk Assessment

- Establish potential risks
- Create a risk assessment
- Discuss, amend and agree with educator
- Share with other volunteers
- Feedback to educator

Activity delivery

Logistics

- Is venue appropriate for delivery?

- Is there access to amenities?
- Timing of arrival, set up and delivery slots
- Access – location, parking, unloading, point of contact

Resources

- Do you need help with set up?
- Confirm that educators/organisers will be present during delivery
- Confirm any equipment or consumables required from educators
- Finalise your kit list