

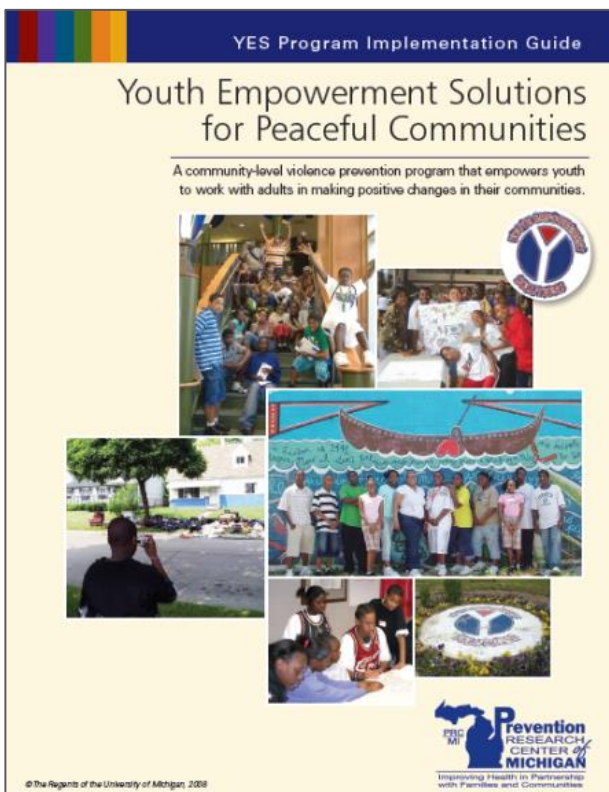


## Helpful Tips #2: Importance of Planning

### Planning for YES Curriculum Sessions:

Every session in the YES curriculum requires some planning time. The amount will vary from fifteen minutes to an hour or more according to the activities. As a group leader, program manager, or other YES staff it is absolutely vital that you prepare for YES sessions in advance to ensure that the goals of the curriculum are met.

## To achieve the best possible outcomes, YES group leaders should take the following steps:



### ▶ Before the day of the YES meeting

- Review the up-coming session and make note of any special preparations that are needed.
- Purchase or gather any needed materials.
- Duplicate any session handouts, and/or prepare flip charts.
- Confirm with any with speakers or volunteers.
- Confirm transportation plans if necessary.
- Gather any needed permission slips.

### ▶ On the day of the YES meeting

- Set up the room.
- Review the session you plan to cover.
- Test any equipment.
- Have all materials prepared and organized.