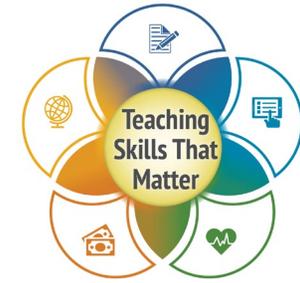


Workforce Preparation: Integrated and Contextualized Learning



Event Planning

Planning an event, such as a meeting for work, requires the use of many of the skills that matter. The task described here uses the event planning career as an opportunity to introduce these skills and integrate them in the way that one would in the workplace. It is important that the skills are called out so that the students understand the meanings of these skills, how they may present themselves in the workplace, and how they can be transferred to other workplace and non-workplace situations.

This task can be presented over the course of 5 days, with Day 1 for introducing the *How to Plan an Event: The Complete Event Planning Guide*, Days 2, 3, and 4 for planning the event, and Day 5 for group presentations and discussions.

By the end of this task, the students will be able to:

Content objectives:

- Identify the steps required to plan an event.
- Communicate with others while working toward a common goal.
- Develop a presentation of information.

Language objectives:

- Use the proper tone.
- Employ the vocabulary of event planning.

Steps of a Successful Integrated Activity	Description	Materials	The Skills That Matter Addressed or Evident
Step I: Setup	To begin this activity, ask the students to think about an event that they attended that they considered successful. Instruct the students to jot down some notes that describe what made the event successful and what could have made it better. After a few minutes, facilitate a discussion that allows the students to share their responses. Write the responses on the board or flip chart paper so that they continue to be available throughout the lesson.	<ul style="list-style-type: none"> • Board or flip chart 	Self-awareness Communication
Step II: Presentation	Using a laptop and projector, access <i>How to Plan an Event: The Complete Event Planning Guide</i> at https://www.wildapricot.com/articles/how-to-plan-an-event . Introduce each of the steps on the website and examine it further by following each link for the planning steps. Provide opportunities to discuss each of the steps and question the students to assess comprehension. As each step is discussed, bring attention to the skills that matter that are integrated in the instructions.	<ul style="list-style-type: none"> • Websites • Web access and computer 	Processing and analyzing information
Step III: Guided practice	Divide the class into smaller groups, with each group tasked with planning a separate event that might occur in a workplace. Some examples of events include Take Your Child to Work Day, a company picnic, corporate training, a staff meeting, and hosting a manufacturing day for middle school students. Tell the class that they must address each step presented in <i>How to Plan an Event: The Complete Event Planning Guide</i> as they plan their event. Remind the students of their responses to a favorite event that they had attended and remember to keep the flip chart responses available throughout the planning process.	<ul style="list-style-type: none"> • Websites • Web access and computer 	Processing and analyzing information Communication Critical thinking



Steps of a Successful Integrated Activity	Description	Materials	The Skills That Matter Addressed or Evident
Step IV: Extended practice	The students must also decide how they will present their event plan to the class in an organized fashion and must be prepared to discuss the skills that matter that each step includes. Presentation ideas can include flyers and advertisements for the event, PowerPoint presentations, company billboard postings, newsletter articles, or press releases.	<ul style="list-style-type: none"> • Web access and computer 	Communication Critical thinking Problem solving
Step V: Reflection	Following the group presentation, the teacher can facilitate a class discussion that focuses on the following: <ul style="list-style-type: none"> • What will draw people to the event? • How can we entice more people to come? • How will we determine the success of the event? 		Critical thinking

