



**ORCHWA**  
Oregon Community Health Workers Association

**Process for Working with Co-Facilitators  
to Design a Popular/People's Education Class Oregon  
Community Health Workers Association**

We have developed a systematic process for working with co-facilitators to develop popular/people's education lesson plans for classes. This approach is outlined below:

1. **Process:** Explain the process; make sure everyone understands and agrees to the process.
2. **Lesson Plan Format:** If co-facilitators are not familiar with the *Learning Loom Lesson Plan*, explain the use of this form. This lesson planning format is called a web because it has a warp and a weft; in other words, it has threads that go across and threads that go up and down. It was designed to be used for popular education classes.
3. **Objectives:** If objectives for a class do not already exist, develop objectives. In order to develop objectives, answer the following question: What do we want participants to know or be able to do by the end of the class? Ideally, these objectives should be measurable, i.e. we should be able to determine fairly easily and clearly whether participants do or do not know desired content, and can or cannot demonstrate desired skills.
4. **Agenda:** Develop a draft agenda by asking yourselves: What activities can we conduct to help participants learn (or increase understanding of) desired content and acquire (or further develop) desired skills? Don't worry too much about the order of activities at first. Just get all your ideas down. Later, you can go back and organize the activities into a logical flow. At this point or after filling out the lesson plan format, go back and make sure you have planned activities that will allow you to achieve all your objectives. Also, make sure you include a review activity and a final evaluation.
5. **Lesson Plan:** Once you have a logical flow of activities, begin filling out the learning loom format. Be as detailed as possible! Especially when working with co-facilitators, it's essential that everyone know exactly what's expected of them. Making detailed agendas also makes it possible to fill in for facilitators if they are ill or otherwise unavailable. Also be diligent about including time frames and materials needed.