

Planning A Program

Programming can be the best part of your student leadership experience when carefully planned and executed! It could also be the bane of your existence if you put it off until the last minute. Do not be afraid to ask your advisor, supervisor, or even experienced peers for help when planning your first program. The more successful programs you have, the more confident you will be as time goes on.

Programming Steps:

1. Develop the Program - Some advisors and supervisors require that you submit a separate program proposal well in advance before the date of the program. Make sure you complete the proposal in enough time to receive feedback and obtain approval. Some of the basic information on a program proposal includes:

Broad Questions:

What are your goals?

Who is your intended audience?

Who will you partner with?

How will you secure funding?

What intentional or implied Catholic/Jesuit values are in the program?

Specific Questions:

How many people do you anticipate?

What is the program title? Date? Time? Location?

How and when will you publicize?

What is the proposed budget?

How will you measure success?



2. Execute the Program - After you have made the necessary reservations, be sure to show up in enough time to set up for the event. Make sure you ask other group members for set up help if needed. They are usually more than happy to arrive early and help with preparations.

3. Evaluate the Program - After the program has ended, give yourself sometime to relax before you complete an evaluation. Keep in mind that some supervisors want an evaluation within a certain number of hours or days after the program to process paperwork. Think about these questions:

How did you achieve your goals & objectives?

What were the program's strengths?

What were the program's challenges?

Did you meet your budget?

What did you learn from the program?