# Sample session plan for a 60-minute employer panel

## A suggested format for a 60-minute session, adapt as you see fit.

It can help to keep to time if you state at the beginning of the session roughly how long you have apportioned to each activity.

**Welcome and Introductions - 7 minutes**

Open the session by welcoming the panel and participants, giving an overview of the session and inviting panel members to introduce themselves and their relation to the topic.

**Discussion topic one - 20 minutes**

Introduce the first topic for discussion and invite panel members to contribute in turn. Use anything gleaned from the pre-session briefing with panel members to guide this.

**Discussion topic two - 20 minutes**

As above.

**Question and Answer (Q&A) - 10 minutes**

In this example, we have suggested holding a Q&A at the end of the session rather than being open to questions throughout. You could also invite questions at the end of each theme discussion but be mindful that this will require more careful facilitation to keep to time.

You also need to decide whether the Q&A should be an open discussion or if participants should enter comments into the chat to be selected by the session lead.

**Round up and session close - 3 minutes**

Thank participants for their attendance, thank panel members for their contributions. Highlight any salient points to arise from the discussion (preferably at least one key point per panel member) and share a link to your session evaluation.

Provided your panel members agree to this, advise participants that you will follow up with the panel should they have any response to any remaining unanswered questions in the chat.