

Writing Effective Activity/Session Descriptions

This guide will assist you in creating clear and effective activity/session descriptions. The purpose of an activity/session description is to inform learners what the activity/session is about, who it's for, why it's important, and how the learning will occur. Follow the principles and templates provided to ensure your descriptions are:

- **Relevant:** Connect the activity/session directly to professional and/or clinical practice
- **Problem-Centered:** Address real challenges professionals/interprofessional teams face
- **Experience-Based:** Build upon existing knowledge and skills
- **Provide Immediate Application:** Make it clear how learning applies to clinical/professional practice.

Principles for Developing Descriptions

Component	Description	Example
Purpose (Why)	Briefly state the goal or intent of the course/activity.	<i>To enhance communication and collaboration</i>
Content (What)	Describe the key topics, themes, or skills covered.	<i>SBAR techniques, active listening, communication barriers</i>
Audience (Who)	Specify the intended participants (e.g., medical students, nurses, interprofessional teams).	<i>Physicians, nurses, allied health professionals</i>
Methods (How)	State your instructional strategy, how the learning will occur.	<i>Case-based discussions, role-playing, peer feedback, simulations</i>
Outcomes (Impact)	Indicate what learners are expected to gain—knowledge, skills, attitudes—and how it supports patient care or professional development.	<i>Improved team dynamics, safer patient care</i>

Sample Activity/Session Description

Description: This interactive session is designed to enhance communication and collaboration among physicians, nurses, and allied health professionals, focusing on patient-centered care. Participants will explore core principles of effective clinical communication through case-based discussions, role-playing, and peer feedback. Emphasis will be placed on SBAR techniques, active listening, and addressing communication barriers within diverse healthcare teams. Intended for physicians, nurses, and allied health professionals, this course aims to improve team dynamics and ultimately support safer, more effective patient care.

For further assistance, contact us at CME.Upstate@prismahealth.org.