

班会策划书的五块搭法：目标、流程、分工、物资、环节细节

写「我学会了游泳」主题班会策划书，别从标题开始写，先把五块骨架搭起来：活动目标、活动流程、分工表、物资清单、三个环节的操作细节。五块各自写清楚，拼起来就是一份能直接执行的策划书。

目标块写两三条能检查的行为，不写口号。「学会游泳很重要」这种句子没法检查，换成「每位同学能说出自己或同学学游泳时遇到的一个困难和克服办法」「每人写出一张具体的鼓励卡」，班会结束后对照目标看结果，就知道这节班会算不算成功。

流程块按分钟数排。一节课四十五分钟，可以这样分：开场两分钟，成长故事分享十五分钟，诗歌朗诵八分钟，互写鼓励卡十分钟，班主任总结五分钟，合计四十二分钟，留三分钟机动。每个环节后面括号标注时长和负责人，执行时谁拖了时间一眼就能看出来。

三个环节各要定死几条规则。成长故事分享提前选定三位发言人，一个怕水型、一个动作不协调型、一个坚持最久型，起点不同，故事才不会雷同；每人发一张提纲卡，按「当初最难的是什么、后来怎么过的、现在会了什么」三句准备，控制在两分钟内。诗歌朗诵环节提前打印诗稿，字号放大，指定一名领读人，标出全班齐读的句子，避免一人念全班走神。互写鼓励卡要定死三件事：卡片匿名、由班委统一收进盒子、现场随机抽取念出十张，念完的卡课后发给被鼓励的同学。

分工表写名字不写职务。「班委负责」等于没人负责，要写成「班长管计时，两名主持人各管一个环节，生活委员采购卡片和笔，宣传委员抄写诗稿」。物资清单提前三天备齐：鼓励卡按全班人数加十张备用、笔、打印诗稿、计时器、备用话筒，清单末尾注明由生活委员在班会前一天验收并签字。

五块搭完后通读一遍，检查两处：每个环节是否都有对应的负责人，每条规则是否不需要再解释就能执行。做到这两点，策划书就合格了。

Building a Class Meeting Plan in Five Blocks: Goals, Agenda, Roles, Supplies, Details

When writing the plan for a class meeting themed I Learned to Swim, do not start with the title. Set up five blocks first: meeting goals, meeting agenda, role assignments, supply list, and operating details for the three segments. Write each block clearly, then assemble them into a plan anyone can execute.

Write the goals block as two or three checkable behaviors, not slogans. A line like swimming is important cannot be checked. Replace it with every student can name one difficulty from learning to swim and the way it was overcome, and every student writes one specific encouragement card. After the meeting, compare the results with the goals and you know whether the meeting worked.

Arrange the agenda block by minutes. A class period lasts forty-five minutes. Try this split: opening two minutes, growth story sharing fifteen minutes, poetry recitation eight minutes, exchange of encouragement cards ten minutes, teacher summary five minutes, forty-two in total, with three minutes held in reserve. Put the length and the owner in brackets after each segment, and any overrun becomes obvious during execution.

Each of the three segments needs fixed rules. For story sharing, pick three speakers in advance: one who feared water, one whose movements were uncoordinated, one who kept going the longest. Different starting points keep the stories from sounding alike. Give each speaker an outline card with three prompts: what was hardest at first, how it was passed, what I can do now, and keep each talk inside two minutes. For the recitation, print the poem in large type, name one lead reader, and mark the lines the whole class reads together so nobody drifts off. For the card exchange, fix three things: cards stay anonymous, class officers collect them into one box, and the host reads ten cards drawn at random, then the cards are delivered after class.

Write names in the role table, not titles. Class officers take charge means nobody takes charge. Write it as: the monitor runs the clock, two hosts each run one segment, the logistics officer buys cards and pens, the publicity officer copies the poem. Prepare supplies three days early: one card per student plus ten spares, pens, printed poems, a timer, a spare microphone. Add one line at the end: the logistics officer checks and signs off the day before.

After assembling the five blocks, read the whole plan once and check two things: every segment has a named owner, and every rule can be carried out without further explanation. Pass both checks and the plan is ready.