

班会策划最容易出的六个问题：夏天分享班会自查与救场

班会策划书的好坏，班会当天四十几分钟就见分晓。下面六个问题按出事概率排，每个给三样东西：现场的样子、策划书里怎么预防、当天已经出事了怎么救。

问题一，环节平均用力。样子是三个环节各十五分钟，结果故事分享讲爽了，手绘只剩五分钟，画到一半下课铃响。预防写法是在策划书里给三个环节排权重：故事分享十五分钟、朗诵十分钟、手绘十分钟，开场和收尾各五分钟，时长直接印在流程表上。救场办法是手绘环节宣布简化：来不及画完的同学只画一个夏天物件，一片叶子一只虾都算完成，先贴上去拼墙。

问题二，故事分享变成吐槽大会。样子是有同学讲夏天被蚊子咬、被晒脱皮，越讲越丧，全班起哄。预防写法是在策划书的故事要求里加一句限定：讲一件让你笑过或者惊讶过的夏天事。救场办法是主持人用衔接句转向：这件倒霉事当时一定很好笑，我们把它留给诗，接下来听别人讲开心的。

问题三，朗诵环节没人开口。样子是打印稿发下去，领读人读了一遍，接龙时第一组就沉默。预防写法是策划书里把接龙改成先练后赛：每组先用自己的两分钟练一遍，再开始接龙；并且指定每组先由声音最大的同学起头。救场办法是降级为全班齐读，接龙留到下一遍，先让声音出来再谈层次。

问题四，手绘环节收不回来。样子是画到兴头上，计时员举手没人理，黑板贴得乱七八糟。预防写法是策划书里写明收束动作：计时员到点摇一次小铃，画完的按名字字母顺序排队贴画，贴画由黑板组两人按位置贴，不由作者自己找位置。救场办法是宣布未画完的课后交给宣传委员统一贴，先把总结环节抢回来。

问题五，分工只写职务不写人名。样子是策划书写着物资负责人学习委员，当天学习委员请假，没人知道纸在哪里。预防写法是每个职务后面写人名加替补名，物资清单每项写到位时间，班会前一天放学会前由总负责逐项打勾。救场办法是当天早上开五分钟班委会，对着分工表逐个确认到人，缺一个当场换人。

问题六，没有应急预案。样子是录音文件在教室电脑上打不开，开场冷场两分钟。预防写法是策划书末尾固定两行预案：录音故障主持人现场朗读导入，投影故障短诗改黑板抄写。救场办法只有一个原则：任何设备故障，主持人立刻用嘴顶上，策划书里提前写好那段嘴替词，念出来就不冷场。

Six Common Problems in Class Meeting Plans: Self Checks and Rescue Moves for the Summer Sharing Meeting

The quality of a class meeting plan shows itself within the forty odd minutes of the meeting day. The six problems below are ordered by likelihood; each gets three things: what it looks like in the room, how to prevent it inside the plan, and how to rescue it on the day when it already happened.

Problem one, equal weight on every segment. It looks like three segments of fifteen minutes each: the stories ran long, drawing got only five minutes, and half the class was mid picture when the bell rang. Prevention in the plan: assign weights, stories fifteen minutes, recitation ten, drawing ten, opening and closing five each, and print the durations right on the running order. Rescue: announce a simplified drawing rule, students short on time draw one summer object only, one leaf or one shrimp counts as finished, stick it on the wall first.

Problem two, story sharing turns into a complaint session. It looks like students talking about mosquito bites and sunburn, the mood sinking while the class jeers. Prevention: add one limit to the story requirement in the plan, tell a summer story that made you laugh or marvel. Rescue: the host pivots with a linking line, that unlucky moment must have been funny at the time, let us leave it to the poem and hear someone s happy story next.

Problem three, nobody speaks in the recitation segment. It looks like printed copies go out, the lead reader finishes one pass, and the first group goes silent at the turn taking. Prevention: change turn taking to practice first, compete second, each group gets two minutes to rehearse its two lines before the chain starts, and name the loudest student in each group to start. Rescue: downgrade to whole class unison, keep the chain for the second pass, get the sound out first and add layers later.

Problem four, the drawing segment cannot be closed. It looks like everyone is absorbed, the timekeeper raises a hand to nobody, and the blackboard ends up a mess. Prevention: write the closing actions into the plan, the timekeeper rings a small bell once at time, finished drawings queue in name order, and the two blackboard staff place them by position instead of letting authors choose spots. Rescue: announce unfinished works will be handed to the publicity commissioner after class, and take back the closing segment first.

Problem five, the duty roster lists posts without names. It looks like the plan says study commissioner for supplies, the commissioner is absent that day, and nobody knows where the paper is. Prevention: write a name plus a substitute after every post, write a deadline for each supply item, and the overall charge ticks every item at the after school meeting the day before. Rescue: hold a five minute cadre meeting that morning, confirm every post person by person against the roster, and swap in substitutes on the spot if someone is missing.

Problem six, no backup plan. It looks like the recording file will not open on the classroom computer and the opening stalls for two minutes. Prevention: fix two backup lines at the end of the plan, if the recording fails the host reads the opening aloud, if the projector fails the poem is copied onto the blackboard. Rescue

follows one principle: for any equipment failure the host immediately covers with their own voice, and the plan already contains that spoken substitute text, so reading it out prevents the dead air.