By filling in these boxes in order, you will be clarifying your ***aims and objectives*** before planning the details of ***content*** and ***methods***. The **time grid** will ensure you plan enough time for your session and help reduce the risk of overrunning.

**Part One: *planning the session***

*This table identifies what you are trying to achieve and roughly how you’re going to do it. It also helps identify the potential pitfalls: helping to prevent them from happening and develop a contingency plan if needs be.*

|  |  |  |
| --- | --- | --- |
| **Session Title** |  | |
| **Written by** |  | |
| **Date** |  | |
| **Venue** |  | |
| **Participants** | **Who?** | **How many?** |
| **Presentation Time** |  | |
| **Resources needed**  ***(aids/equipment)*** |  | |
| **Aim(s)** |  | |
| **Objectives**  ***(learning outcomes)*** |  | |
| **Potential Faults** |  | |

***Table 1: Template for planning a learning session:***

**Part Two: *time grid for the session***

*This table helps you to get your timings right and helps you check if you’ve got a balance of educational methods and interactivity in your session. Remember not to make the timings too tight: leave enough time to add flexibility for anything unexpected that comes up (and it will!).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Session Title:** | |  | | | | |
| **Time** | **Content**  *(what information is to be given)*  **& Facilitator Activity** | | **Educational Method**  *(e.g. brainstorming, trios, large group discussion etc.)* | **Audience Activity**  *(level of interactivity)* | **Presentation Aids Needed**  *(e.g. flipchart, powerpoint, laptop etc.)* | **Objective being met** |
| 2.00 | EXAMPLE  Introductions, welcome, explain today’s topic Formulate session objectives | | EXAMPLE  Brainstorm ideas, concerns and expectations. Negotiate agenda. | **medium** | EXAMPLE  Flipchart  Working pens | 1, 2 |
|  |  | |  |  |  |  |
|  |  | |  |  |  |  |
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THOUGHTS