# Planning Template for Peer Teaching and Learning Session

*As well as your own ideas, you may also have some ideas from your colleagues about what their specific learning needs are and how you might address them. You can use these thoughts, and the hints overleaf, to help you complete the planning template below. If you would like some advice on planning your session (eg. case scenarios relevant to General Practice) then please email your supporting TPD.*

*Please email a copy of your planning template and session time grid to the TPD responsible for supervising your session at least 3 weeks beforehand. You should also include any lecture slides, handouts, scenarios, quiz questions and answers etc. This is so the TPD can comment and make suggestions, and help you prepare the session.*

## Planning Essentials

|  |  |
| --- | --- |
| **Session Title** |  |
| **Date and Time** |  |  |
| **Date to send plan to TPD ie 3 weeks before session** |  |
| **Venue** |  |
| **Participants** |  |
| **Aim** |  |
| **Objectives** | 123 |
| **Resources needed** |  |

## Plan

|  |  |
| --- | --- |
| **Beginning** |  |
|  |  |
| **Main section** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Ending** |  |
| (plan carefully) |  |

*The session is usually 1 hour and your audience will appreciate it if you finish in a timely way!
Remember that a variety of learning activities will keep your audience engaged and increase their understanding of your topic.
You can use the session time grid below to plan your session in more detail.*

## Session Time-Grid

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Participant Activity | Facilitator activity | Resources required | Objectives met |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## *Some hints for planning a workshop, using the Planning Template*

|  |  |
| --- | --- |
| *Session Title* | *Write your initial idea for the session* |
| *Date* | *Check the date is correct, check your personal diary, work rota, etc* |
| *Date to send plan to TPD ie 3 weeks before session* | *Plan early, so TPD can advise and help* |
| *Venue* | *Sandford or Redwood?* |
| *Participants* | *ST1, or ST2, or both? Hospital or GP Registrars? Plan accordingly* |
| *Aim* | *State the overall aim of the session* |
| *Objectives* | *List the learning outcomes for the sessionWhat new knowledge will the learners have gained?What will the learners be able to do after this session?Eg ‘The learners will be able to describe a rash accurately’* |
| *Resources needed* | *Complete this as you actually do your planning, making a list of what you will need.eg PowerPoint, flipchart, handouts, reflections form, visual aids, patient, etc* |

|  |  |
| --- | --- |
| *Beginning* | *Consider showing your objectives and give a brief outline of the session plan**Consider asking the participants for their learning needs* |
| *Main section* | *Use a variety of learning methods, eg case discussions, small group brainstorming, videos, demonstration of a particular skill, skill practice etc. If you involve the learners in doing tasks it will enhance their understanding.**Use PowerPoint sparingly, aim for around 6 slides, each with maximum 6 bullet points, and each line around 6 words.**Teaching should involve all 3 domains of learning – think about* ***skills*** *and* ***attitudes*** *as well as knowledge.**Remember the first part of the MRCGP exam is an* ***applied*** *knowledge test – most knowledge will be already be familiar to your audience so focus on how to* ***apply*** *the knowledge in General Practice.* |
| *Ending* | *Opportunity for recording reflections on a personal reflection formInvite learners to state a key point they have learned during the session**Summarise the learningConsider asking for evaluation and feedback* |

## *Example of a Session Time Grid*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Timeminutes* | *Participant Activity* | *Facilitator activity* | *Resources required* | *Objectives* |
| *1* | *Listening* | *Intro, show session objectives* | *PowerPoint* |  |
| *5* | *Brainstorming session objectives* | *Facilitating, stimulating ideas* | *Flipchart* |  |
| *10* | *Listening* | *Talking, lecture* | *PowerPoint* | *1,2,3* |
| *20* | *Group task* | *Facilitating* | *Paper, pens* | *2* |
| *40* | *Plenary feedback* | *Collating ideas* | *Flipchart* | *2* |
| *45* | *Listening* | *Talking, demonstrating* | *Volunteer* | *3* |
| *50* | *Writing reflections* | *Clarifying* | *Reflections form* | *1,2,3* |
| *55* | *Listening* | *Summing up* |  | *1,2,3* |
| *58* |  | *Finish 2 minutes early* |  |  |

 *When you have finished using all these tips, delete everything in italics, leaving your own plan intact!*

*We hope you enjoy doing your session, and we look forward to attending.*