

Planning Template for Preparing a 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 an effective plan using this template.

Planning Essentials

Session Title	
Date	
Venue	
Participants	
Aim	
Objectives	1 2 3
Resources needed	

Plan

Beginning	
Main section	
Ending	

Your audience will appreciate it if you finish in a timely way!

Remember that a variety of learning activities will keep your audience engaged. Participatory learning activities are more effective and are more likely to improve the learners' 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
Venue	Check venue, distance, estimated travel time
Participants	Hospital doctors or GPs? Nurses, students, other. Plan accordingly
Aim	State the overall aim of the session
Objectives	List the learning outcomes for the session What 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, skills practice etc. If you involve the learners in doing tasks it will enhance their understanding. Use PowerPoint sparingly, aim for few 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. If your audience is likely to be familiar with knowledge, focus on how to apply the knowledge in their own work.
Ending	Ending activities help to transfer learning into actual use in the workplace. If running out of time, omit some of the main content, and keep the ending activity. Opportunity for recording reflections on a personal reflection form Invite learners to state a key point they have learned during the session Summarise the learning Consider asking for evaluation and feedback

Example of a Session Time Grid

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

Enjoy preparing and doing your session, and your learners will appreciate it, and learn well.