

Teacher's or trainer's name			
Date	Course	Subject/unit	Room
Time	Topic		Group size
Context of session			
Learning outcomes – by the end of the session the learner/s should be able to:		In the first column below note the checking/assessment strategies you'll be using. In the second column enter TL (teacher-or trainer-led), SA (self-assessment), PA (peer/group assessment), or CB (computer-based assessment).	
Teaching and learning methods and resources planned – tick as applicable			
<input type="checkbox"/> Whole-group teaching	<input type="checkbox"/> Discussion	<input type="checkbox"/> Using white board/flipchart	
<input type="checkbox"/> Coaching and instruction	<input type="checkbox"/> Wordstorm or thought shower	<input type="checkbox"/> Using an OHP	
<input type="checkbox"/> Working in pairs/small groups	<input type="checkbox"/> Workshop	<input type="checkbox"/> Using video or TV	
<input type="checkbox"/> Individual project work	<input type="checkbox"/> Practical exercises	<input type="checkbox"/> Using computers or IT	
<input type="checkbox"/> Role-playing exercises	<input type="checkbox"/> Practical demonstrations	<input type="checkbox"/> Using radio/audio tapes	
<input type="checkbox"/> Case study	<input type="checkbox"/> Dictating notes to the group	<input type="checkbox"/> Using the Internet	
<input type="checkbox"/> Presentation	<input type="checkbox"/> Copying notes from board/OHP	<input type="checkbox"/> Using PowerPoint	
<input type="checkbox"/> Other (please specify)			

Key/basic skills to be addressed	Wider key skills to be addressed
Communication/literacy	
Number/numeracy	
Information technology	
Generic issues to be addressed: NB Where an issue is not being addressed in this session, put 'NA'	
Health and safety	Differentiation (addressing all learner needs)
Equality and diversity (awareness of stereotyping and appropriateness of materials)	ILT in the curriculum
Evaluation of session – to be completed at the end of each session	

SESSION PLAN (CONT.)

