

**Guidance notes
for facilitators of
group sessions**

1. Share and discuss the objectives of the session with participants and, if appropriate, distribute participants' guidance notes.
2. Divide participants into groups and nominate someone from each group to feed back to all participants.
3. Hand out wipeable planning templates, **Sample Proforma E** and a copy of the **Learner activities toolkit** to groups.
4. Ask groups to prepare an inspirational session on a given topic for a specific group of learners, using their own ideas or selecting from the **Learner activities toolkit**.
5. Ask them to record their planning on **Sample Proforma E**.
6. At the end of the activity ask each group to share their key points of planning with all participants.
7. Record a summary of all points on a poster-sized wipeable planning template.

Variations

8. Ask groups to plan for developing specific language skills.
9. Encourage participants to consider ways of creating banks of inspirational activities for use in their organisations.
10. Ask groups to identify ways in which this Continuing professional development activity could most effectively be used by teachers and trainers, on an individual basis.
11. Ask them to record their findings on a flipchart and share their ideas with all participants.