# Session Plan: xxx

## Delivery mode:

Face to face or virtual delivery

## Session overview:

This session will…

## Learning objectives:

## Suggested session length:

This session should run for approximately x minutes. The facilitator to schedule breaks as required.

## Prior knowledge:

Discuss with the learners prior to them attending to make sure they are familiar with the following:

## Tip:

| **Topic** | **Timing** | **Activity** | **Assessment** | **Resources** |
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## Session Plan: (example)

| **Topic** | **Timing** | **Activity** | **Assessment** | **Resources** |
| --- | --- | --- | --- | --- |
| Introduction & welcome | 10 mins  | Facilitator to: * introduce themselves
* learners to introduce themselves / or facilitator can run an icebreaker activity.
* confirm all learners are set up online
* discuss how the session will run
 | All learners engage | RefreshmentsLaptop / PCNotepad / PensWhiteboard / marker pens |
| Learning Objectives  | 5 mins  | **Discuss learning objectives.**  | This will help to make sure you are aiming your session at the right level.  |  |
| Activity | 10 mins | **Activity -** | Learners complete activity and engage in discussion.  |  |
| Online module: (Insert title) | 30 mins | Confirm learners can access, **Activity - Online Module** Encourage learners to begin the module working their way through the material at their own pace. Ask the learners to make notes of key points for discussion. Remind learners they can talk to you if they have any questions about the material. Consider walking round the room asking learners how they are getting on as they may need reassurance or want to ask questions. | Learners engage at their own pace.Watching videosOnline quiz questions Taking notes  | (Insert link to online module)Laptop / PC Notepad / pen  |
| Break  | 10 mins | Encourage learners to have a break, stretch their legs and have a drink if needed.  |  |  |
| Topic Recap  | 10 mins  | **Activity - Shared learning & recap** Ask the learners if they have any questions about the online module. Recap the key points  | All learners participateAsking questions will demonstrate understanding of the material.  | Laptop / PCMarker pens  |
| Evaluation and close | 10 mins | **Discussion** Confirm with learners they understand and feel more confident in XXXXRecap learning objectives, check they have been met.  | Learners feel more confident in XXXX | Evaluation form  |