Date

Session title *(for your records how will you remember this session?)*

Learners *(who?, how many?, brainstorm as much as you can about them)*

Type of teaching session *(bedside, clinical, formal, informal)*

Topic *(what area of learning are you trying to address?)*

Objectives *(what key learning objectives do you have, how will this help your learners learn about your topic?)*

PLAN *(How can you effectively teach your objectives? What theory can you draw on?)*

Top tips – don’t forget breaks, especially in content heavy / lecture /online forums

* Beginning- consider how you will set the tone of the session, outline what you plan to do? orientate the learners to the setting (particularly if online)
* Middle – how will you engage your learners with what you want them to learn? How will you make it memorable? Interactive?
* End – how will you encourage the learners? Review what they’ve learnt?