Pro forma session plan

**Planning for PowerPoint supported session**

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| **Pre-Session Preparation** |
| *Department* *:*  *Section:*  *Trainee/learner Group*: *Number of trainee/learners*: *Date*  *Facilitator:*  *Duration:*  *mins.*  *Institution based assessor*  *Venue*  *Room arrangements (include diagram of your room layout)* |
| *THIS SESSION IS BASED ON:*  *Course*  *Module Credit value of module*  *Learning outcome: Time to cover the LO*  *Performance Criteria (What learners has to do or know)*  PC (a)  PC (b)  *Range (content)*  **[NB If no range statement write “The range for this learning outcome is fully expressed in the performance criteria”]** |
| *MY SESSION*  *TOPIC for session:*  *Objectives – what learners are required* ***to do*** *(****observable performance****), under what conditions it is to be done (****conditions****) and how well it is to be done (****standards****) - for this session:*  1.  2.  3 |
| *JUSTIFICATION FOR USING POWERPOINT SLIDES IN MY SESSION*  *[What is the ‘added value’ above using other methods / resources? Why is it ESSENTIAL to use PP slides?]* |
| *HOW THE PP SLIDE SHOW WILL BE USED IN MY SESSION.*  *Describe HOW /WHERE / WHEN you will use each of the PP slides in your session. HOW will you involve the learners (inter-activeness of the resource)?*  Slide 1.  Slide 2.  Slide 3. |

Mentor’s comments

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| <Here you will receive feedback from the mentor> |