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> |