INSERT TITLE

INSERT SUBTITLE

1. Session Context

* This section should cover a brief summary of: -
  + Any previous sessions/activities, assumed knowledge, pre-requisites etc.
  + The content of the session that this document is being designed for.
  + Relevant details of potential future sessions that either helps to illustrate how the concepts discussed in this session will be developed, or how this session contributes to the wider goals/desired outcomes of the programme

2. Related Materials

* Include a list of all related materials that the reader of this session plan should have access to. You may also want to provide a brief summary of what is contained within each of the materials and indicate who the materials are intended for (e.g. participants, session leader/presenter etc.).

3. Expected Learning/Development Outcomes

* List all the expected learning and development outcomes participants should (or may) be able to demonstrate after completing session.

4. Session Structure

* Detail the structure of the session with time breakdowns for each activity. E.g. ‘Q&A [5 minutes]’.

5. Learning Methods, Activities, and Technologies

* Detailing the learning methods, activities and technologies that will be used for the session.

6. Ensuring Inclusiveness

* Detail all considerations for ensuring inclusiveness during the session as well as any particular techniques or mechanism that are intended to be used during the session to ensure it is inclusive.

7. Post-Session Evaluation

* Describe what mechanisms should be used to evaluate what went well and what needs improving once the session has concluded.