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| **Sector :** | **Sub-sector:** | | | **Date :** | |
| **Lead Trainer’s name :** | | | | **TERM :** | |
| **Module(Code&Name):** | **Week :** | | **No. Trainees:** | **Class(es):** | |
| Learning outcome: |  | | | | |
| **Indicative contents:** |  | | | | |
| **Topic of the session:** Identification of requirements Gathering methodologies. | | | | | |
| **Range:** | **Duration of the session:** min | | | | |
| **Objectives: By the end of this session every learner should be able to:** | | | | | |
| **Facilitation technique(s):** | | | | | |
| **Introduction** | | **Resources** | | | **Duration** |
|  | | * Attendance sheet * PPT * Projector * Computers * Flipchart or whiteboard * Maker pen | | | 5 minutes |
| **Development/Body** | | | | | |
|  | | * Computer * projector, * PPT * Installed operating system | | | 25  minutes |
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| **Conclusion** | | | | | |
| **Summary:** | | * Computer * projector | | | 3 minutes |
| **Assessment/Assignment** | | Assessment sheets | | | 5 minutes |
| **Evaluation of the session:** | | Self-assessment form | | | 2minutes |
| **References:** Bibliography | | | | | |
| **Appendices:** PPT, Task Sheets, assessment, | | | | | |
| 1. **Reflection :** | | | | | |