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| --- | --- | --- | --- | --- | --- | --- |
| **TRAINING TOPIC/S** (Include Unit of Competency if appropriate) | |  | | | | |
| **TRAINER NAME** (Name of TAE student) | |  | | **DELIVERY DATE/TIME** | |  |
| **ATTENDEE NAME #1** | |  | | **TIME ALLOCATED** | |  |
| **ATTENDEE NAME #2** (If more than one) | |  | | **LOCATION** | |  |
| **AIM AND OBJECTIVES** | |  | | | | |
| TRAINING SESSION ACTIVITIES | | | | | | |
| **TOPIC & TIMING** | **CONTENT** | | **TRAINING STRATEGIES** | | **RESOURCES** | |
| **Introduction**  (xx minutes) |  | |  | |  | |
| **Topic One**  (xx minutes) |  | |  | |  | |
| **Topic Two**  (xx minutes) |  | |  | |  | |
| **Topic Three**  (xx minutes) |  | |  | |  | |
| **Conclusion** (xx minutes) |  | |  | |  | |

**Seven steps in preparing your session plan:**

1. List the objectives of your training session.
2. Determine the content based on the objectives.
3. Order your information in a logical sequence.
4. Identify training aids or learning resources required for each segment.
5. Summarise key points (objectives) and add linkages to next session(s) where required.
6. Test your plan by conducting a ‘dry run’ (with timings).
7. Review and revise your plan as required.