

## Appendix 2: Teacher’s personal session plan (part 1) – Organizational planning

TEACHER’S PERSONAL SESSION PLAN (PART 1) – ORGANIZATIONAL PLANNING	
Date	
Time and duration of event	
Venue	
Teacher’s name	
Title of session	
Target group / participants	
<ul style="list-style-type: none"> <li>• Number of participants</li> </ul>	
<ul style="list-style-type: none"> <li>• Professions allowed as participants</li> </ul>	
<ul style="list-style-type: none"> <li>• Basic and specialist qualifications, Level of experience and knowledge</li> </ul>	
<ul style="list-style-type: none"> <li>• Catchment area</li> </ul>	
Aim of session	
Intended learning outcomes	<p><i>At the end of this session the participants should be able to:</i></p> <ol style="list-style-type: none"> <li>1)</li> <li>2)</li> <li>3)</li> </ol>
Preparation of the room	
Preparation of equipment	
Preparation of staff	
Preparation of participants	
Schedule / timetable	
Assessment	
Evaluation	
References / guidelines, etc.	