

# SESSION PLANNING AND REFLECTION

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**Name of Group  
or Individual:**

**Venue:**

**Worker(s):**

**Date:**

## PLANNING

**Aims of session:** eg. what will learners achieve this session?

**Session outline:** eg. activities/timings.

**Resources required:** eg. learning materials, ICT etc.

**REFLECTION**

**Professional observations:** eg. individuals contributing to session, appearing more confident etc.

**Outcomes of session:** relate back to 'Aims of session'.

**Analysis:** eg. what worked/didn't work and why.

**Future actions:** eg. plans for next session.