

SESSION PLANNING AND REFLECTION

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Group/ Individual: Tutor: Venue: Date:

PLANNING

Aims of session	Session outline	Resources required
eg. what will learners achieve this session?	eg. activities/timings.	eg. learning materials, ICT etc.

REFLECTION

Professional observations	Outcomes of session	Analysis	Future actions
eg. individuals contributing to session, appearing more confident etc.	relate back to 'Aims of session'.	eg. what worked/didn't work and why.	eg. plans for next session.