

Planning A Training Session

<p>Define the objectives of the session</p>	<ul style="list-style-type: none"> • Knowledge • Understanding • Attitudes • Skills • Experience 	<p>By the end of the session the participants will be able to...</p> <ol style="list-style-type: none"> 1. What 2. How well 3. Where 4. When 5. With what
<p>Choose the teaching methods</p>	<p>Given the resources I have, what is the best way to get the learners to achieve the training objectives? From least to most effective:</p> <ol style="list-style-type: none"> 1. Written word 2. lectures 3. videos 4. demonstrations with discussion 5. contrived experiences 6. real experiences 	<p>Teaching Methods</p> <ol style="list-style-type: none"> 1. Case studies 2. Information sessions 3. Discussion groups 4. Demonstrations 5. Role plays 6. Videos 7. Exercises
<p>Write the teaching plan</p>	<ol style="list-style-type: none"> 1. Introduction (5min) 2. Body (40 min) 3. Test (10 min) 4. Summary/Action Planning (5min) 	<ul style="list-style-type: none"> • Introduction <ol style="list-style-type: none"> 1. What the session is about 2. How it fits in with what they have done already 3. What they are going to do • Body <ol style="list-style-type: none"> 1. Must know (Exposition , Activity, Summary) 2. Should know (Exposition , Activity , Summary) 3. Nice to know (Exposition, Activity, Summary) • Test (pre-test and post test can often be the same) • Summary/Action Plan: after the session the participants will do <ol style="list-style-type: none"> 1. What 2. When 3. Who with <p>(At the end of the session ask the participants to write down their action plan for what they will do to incorporate what they have learned into their medical practice and “take a copy for our records”).</p>

Evaluate the plan	Go back over the session and evaluate whether it meets the criteria for an effective training session <ol style="list-style-type: none">1. Logical development2. What principles of learning have been applied?3. Can it be presented in the time allocated?4. Given the resources and time available does it use the best teaching methods?5. Will it meet the needs of the learners?	
-------------------	---	--

Adapted by Dr V Wright from Training Skills Workshop, Holistic Learning P/L.