

## Training Session Plan Template Instructions

### Who uses this template:

Users of this template include:

- Officials
- Trainers
- Coaches
- NSO's
- Instructors

### When to use this template:

- planning and preparing a training session for later delivery
- proposed training is face to face (facilitator-led)

This template is designed specifically to:

- guide facilitator through session structure and content
- assist in keeping training session to time
- ensure all necessary resources are available on time and operational, including computer hardware, software, projectors, rule book, officials equipment and so on
- ensure facilitator and participant materials are available on time and in sufficient quantities - handouts, role play cards, assessments, markers, pens and so on
- be easy for anyone to follow and check that the objectives have been covered in the session.

### How to use this template:

1. Complete the course and session particulars at the top of the template
2. Add topic headings in the ITEM column (type over TOPIC 1, TOPIC 2 ... etc)
3. Add headings, sub-headings, points and sub-points
4. Use bullet points only - this is not a session summary
5. For each heading or sub-heading, make sure you write down what question you will ask during that topic to either:
  - a. generate further discussion
  - b. check for understanding
6. Format the text, copy the style formats from the example text or choose the style from the Format/Styles and Formatting box.
7. Add expected start time for each topic and sub-topic in the TIME column
8. Add facilitator/officials resources where required in the RESOURCES column (use abbreviations: W/B for whiteboard, FP for flipchart, PPS1 for PowerPoint Slide 1 and so on)
9. Add a new row, select Table | Insert | Row from main menu bar

## Training Session Plan

<b>Session:</b>	
<b>Session purpose:</b>	
<b>Learning outcomes:</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Facilitator:</b>	
<b>Duration:</b>	
<b>Resources:</b>	

Time	Item	Resource
	<b>INTRODUCTION</b>	
	<p>My name and background</p> <p>Q. Who are you?</p> <ul style="list-style-type: none"> <li>• name</li> <li>• sport</li> <li>• why did you get involved</li> <li>• hope to achieve</li> </ul> <p>Session purpose</p>	
	<b>TOPIC 1</b>	
	<p><b>Heading 1</b></p> <p><i><b>Sub-heading 1</b></i></p> <ul style="list-style-type: none"> <li>• Point 1 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2 <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul>	

Time	Item	Resource
	<p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b>Heading 2</b></p> <p><b><i>Sub-heading 1</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1</li> </ul>	

Time	Item	Resource
	<ul style="list-style-type: none"><li>- Sub-point 1</li><li>- Sub-point 2</li><li>• Point 2<ul style="list-style-type: none"><li>- Sub-point 1</li></ul></li><li>• Point 3<ul style="list-style-type: none"><li>- Sub-point 1</li><li>- Sub-point 2</li></ul></li></ul>	

Time	Item	Resource
	<b>TOPIC 2</b>	
	<p><b>Heading 1</b></p> <p><i><b>Sub-heading 1</b></i></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><i><b>Sub-heading 2</b></i></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul>	

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	<p><b>Heading 2</b></p> <p><b><i>Sub-heading 1</i></b></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Sub-point 2</li> </ul>	

Time	Item	Resource
	<b>BREAK</b>	
	<b>TOPIC 3</b>	
	<p><b>Heading 1</b></p> <p><i><b>Sub-heading 1</b></i></p> <ul style="list-style-type: none"> <li>• Point 1 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2 <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><i><b>Sub-heading 2</b></i></p> <ul style="list-style-type: none"> <li>• Point 1 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2 <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3 <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul>	



Time	Item	Resource
	<p><b>Heading 2</b></p> <p><b><i>Sub-heading 1</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Sub-point 2</li> </ul>	
	<b>TOPIC 4</b>	

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	<p><b>Heading 1</b></p> <p><b><i>Sub-heading 1</i></b></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b>Heading 2</b></p>	

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	<p><b><i>Sub-heading 1</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> </ul> <p><b><i>Sub-heading 2</i></b></p> <ul style="list-style-type: none"> <li>• Point 1               <ul style="list-style-type: none"> <li>- Sub-point 1</li> <li>- Sub-point 2</li> </ul> </li> <li>• Point 2               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 3               <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Sub-point 2</li> </ul>	

Time	Item	Resource
	<b>CHECK FOR UNDERSTANDING QUIZ</b>	
	<b>SUMMARY AND CLOSE</b>	
	<b>Review Topics</b> <ul style="list-style-type: none"> <li>• Point 1           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> <li>• Point 2</li> <li>• Point 3           <ul style="list-style-type: none"> <li>- Sub-point 1</li> </ul> </li> </ul>	