

Pre-lesson (planning) pro forma

1. Aims of the session

2. Objectives/learning outcomes to be achieved during this session

3. Learners – give a brief description of what you know about them:

4. Teaching methods rationale (think about the appropriateness to the required learning outcomes, learner needs, subject content, resource availability, equal opportunities)

5. Timed session plan

6. Opportunities for learner participation, interaction and feedback

7. Assessment: how will I identify the extent of the students' learning during this session?

Post-lesson (reflection) pro forma

1. My summary of what happened (think about the aims, learning outcomes, teaching methods, learner needs, resource use, assessment, learner interaction and feedback)

2. How did it compare with the timed session plan?

3. What went well in the session?

4. What could have been improved in the session?

5. Possible action points and strategies for consideration at the feedback meeting