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| **Date** |  |  | **Size of group** |  |
| **Time** |  |  | **Group & Age** |  |
| **Equipment/ Resources** |  |  | **Venue & Facility** |  |

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| **Group needs/motivations & reflections from last session (WHO):** |
| What do I know about the group? What to consider from the last session... |
| **Session Goals for the Participants (WHAT):** | **Personal Coaching Goals** |
| By the end of the session the participants will be able to... | By the end of the session I will have... |

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| **Practical Session (HOW)** |
| **Time** | **Activities** | **What will success look like?** | **Organisation/****Safety key points** |
|  | Starter activities to prepare the participants for the session (safety) and to make sure that they’re all involved (maximum participation) |  |  |
|  | Activities to ensure that everyone (inclusion) can do something new or better by the end of the session (learning) |  |  |
|  | A fun activity (enjoyment) for everyone to put their learning into practice (success for all) |  |  |
|  | ReviewWhat went well for the participants?What would have been even better for the participants if…? |  |  |