Session Plan Example

QQI Level 6 6N3326 Train the Trainer

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Session Plan Template

Name:	Pádraig McCabe	Date:	08/01/2025
Location:	Remote via Zoom	Time & Duration:	10 minutes
Group:	Train the Trainer Participants	Number of Learners:	10

Topic:	Effective Presentation Skills
Aim(s):	The aim of this training is introduce learners to the basics of effective presentation skills and to highlight the importance of engaging presentations.
Objectives:	1. To provide an understanding of key elements that make an effective presentation. 2. To familiarise learners with the importance of having a clear structure in a presentation. 3. To ensure learners are aware of the role engaging deliveries have in maintaining audience interest. 4. To develop skills in using techniques that can improve learners' presentation skills.
Outcomes:	• Define what makes a presentation effective. • Discuss the importance of a clear structure. • Recognise the importance of engaging deliveries. • Demonstrate two techniques for improving presentation skills.

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Session Name: Mastering Effective Presentation Skills					
Time/ Duration	**Topic**	**Tutor Activity**	**Learner Activity**	**Learner Assessment**	**Resources**
1 minute	Intro to the session	Talking	Listening and asking any preliminary questions	None	Slide with session aim
2 minutes	What makes a presentation effective?	Explain key elements such as clear structure and visual aids	Listen and take notes	Verbal confirmation of understanding	Whiteboard or flipchart
2 minutes	Importance of clear structure and engaging delivery	Discuss the importance of having a clear beginning, middle and end.	Listening	Questions or comments showing understanding	Slides
4 minutes	Techniques	Present two techniques	Listen, take notes and group discussions	Participate in discussions	Handouts
1 minute	Conclusion	Summarise key points and invite questions	Ask questions and reflect on the session content	Quality of questions and reflections	Summary slide