

Session plan template, the nine planning questions

Fifteen minutes of planning saves thirty minutes of confusion in the room. Whom and how to check are the two questions most often skipped.

Module and session title		Duration	
Date, place		Facilitator	

Question	Your answer
1 Whom to teach? What do these learners already know and need?	
2 Why to teach? Session objectives with action verbs	
3 What to teach? Content, two or three ideas	
4 When to teach? Place in the module, timing	
5 How much? Amount of content for the time	
6 How to teach? Methods (demonstration, pairs, case, PBL, simulation)	
7 With what? Materials and media, ready the day before	
8 Where? Classroom, skills lab, ward, community, online	
9 How to check the results? Check of learning inside the session	

Timed outline

Minutes	Activity	Who does what	Materials
0 to 5	Introduce objectives and link to prior learning		
last 5	Check of learning and summary		

Based on the EAA Competency Based Curriculum Implementation Training manual (June 2023, HWIP/USAID) and the ERAS Africa CBC course, 2026. Free to copy and adapt with attribution.