

# TEACHING TIPS

## Planning a Teaching Session

These questions may be useful for you to consider when you are planning a teaching session.

1. Who is my audience? How many people will there be? What is their background? What do they already know about my topic?
2. How much time do I have for the session? Where will it be held? What equipment is in the room?
3. What is the main message I want to get across? What ideas/skills do I want people to take away with them from my session? (What are the "outcomes" for my session?)
4. If I had to choose five main points, what would they be? What would be the best ways for people to learn/remember them? What would be the best sequence for presenting them?
5. What other learning resources are available on this topic? Are there journal articles, books, or resource people I can direct people to?
6. How can I capture people's interest? How can I relate my topic to their experience? Why is my topic relevant to them?
7. How are these people used to learning? Is their usual method the most useful for this topic? In what other ways can I encourage them to learn?
8. What resources do I need? Is there any extra equipment I need in the room? Are there journals etc that I could take to show them?

**Remember:** Your session is only **one** of the ways people will "meet" your topic. You do not need to take on the entire responsibility for their success in learning it! Learning is up to the learner.