



Dakshata



SAMPLE TRAINER'S NOTES OR SESSION PLAN FORMAT

Date	Venue	Session No.	Duration
Topic: (Related objective from the course)			
Session Objectives: By the end of this session, learners will be able to:			
Methods and activities		Materials/Resources	
Introduction/Activity			
Presentation/Discussion			
Activity			
Summary			
Self-Review/Evaluation (Key points from session, what worked/what did not, modifications for next session, etc.):			

