# Module Plan: Module Name

Aim/Goal of module

## Location

- is it going to be online or physical

- if physical any special room type should be noted (e.g. classroom, IT lab, ...)

## Total duration of the module

## Number of attendees

- important to know the max group size

- can be a number range (e.g. 20-30)

## Learning objectives

- list the learning objectives that are to be achieved in this module

- learning objectives should be devised using the verbs from the Bloom's Taxonomy

- learning objectives should be SMART

## Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Duration | Topic | Key points/Teaching Method/Questions | Activities | Resources |
| X mins | The hook | * learning objectives * focus attention * provide framework | e.g. brainstorm expectations | e.g. post-it notes |
| X mins | Topic name | information + examples | e.g. check for understanding | e.g. pptx + handouts (slides 5-10) |
| X mins | Guided practice | trainer acts as facilitator | e.g. exercise or activity | e.g. posters and markers |
| X mins | Summary | key takeaways | e.g. reinforcement assignment | e.g. cards |

## Assessment

- what, how, when

- is it going to be formative (throughout) or summative (in the end)

- results how and when

## Certificate or Badge

- micro-credentials for the unit

- if certificate or badge is issued then explain how it can be gained