A presentation of a teaching session to colleagues must show reference to current literature and evidence-based knowledge about a topic of clinical relevance. You may have done this either as an individual or with a group of staff in your area/ service.

**The purpose of a teaching session may be to:**

1. Use coaching skills to assist less experienced staff
2. Educate patients/clients
3. Educate family
4. Reflect on different approaches to care, or how situations could have been managed differently

**Process**

You should include:

1. The rationale behind why you chose this subject and for whom
2. Develop a teaching plan which includes learning objectives and outcomes
3. Consider the presentation style
4. Develop the teaching content
5. Request the teaching session audience to provide written feedback (refer to example Teaching Session Plan and Evaluation Form on the next page)
6. Include a copy of any handouts / power point presentation into your portfolio (including references)
7. Session outcomes including the service contribution
8. Summarise this session by stating what the target audience was, a description of what the session was about, why it was necessary to give this session, and a conclusion

|  |  |
| --- | --- |
| **Name of Person Presenting:** |  |
| **Date / Time:** |  |
| **Topic:** |  |
| **Venue:** |  |
| **Target Audience:** |  |
| **Session Objectives:** | By the end of this session, participants will be able to:  1.  2.  3. |
| **Key Points:** | 1.  2.  3. |
| **Evaluation / Assessment of Learning Outcomes** | Please describe any methods utilised to assess learning outcomes at the conclusion of your teaching session (include a copy of this with your teaching session) |
| **Resources:** | Data show ❒ Projector ❒  White Board ❒ Marker Pens ❒  Paper ❒ Blu Tac ❒  Visual Aids ❒ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other ❒ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Name of Person Presenting:** |  |
| **Date / Time:** |  |
| **Topic:** |  |
| **Name of Person Evaluating:** |  |
| **Signature:** |  |

Tick **the box for each item as per the rating scale**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **N/A** |
| Presenter introduces self and session | ❒ | ❒ | ❒ |
| Teaching plan |  |  |  |
| Were the teaching plan/objectives clear, meaningful and measurable? | ❒ | ❒ | ❒ |
| Were key points emphasised? | ❒ | ❒ | ❒ |
| Environment |  |  |  |
| Is the environment prepared? E.g. seating, heating, equipment | ❒ | ❒ | ❒ |
| Presentation/Content |  |  |  |
| Was the purpose and outline of the presentation defined? | ❒ | ❒ | ❒ |
| Did the presenter demonstrate knowledge of the topic? | ❒ | ❒ | ❒ |
| Was the content relevant to the audience? | ❒ | ❒ | ❒ |
| Was the content presented in an organised manner? | ❒ | ❒ | ❒ |
| Were teaching aids used to enhance learning? | ❒ | ❒ | ❒ |
| Was the speech clear? | ❒ | ❒ | ❒ |
| Was there enthusiasm for teaching? | ❒ | ❒ | ❒ |
| Was the audience actively involved? | ❒ | ❒ | ❒ |
| Did the presenter encourage and allow time for questions and answers? | ❒ | ❒ | ❒ |
| Were questions responded to effectively? | ❒ | ❒ | ❒ |
| Did the presenter summarise the session to assist learner retention? | ❒ | ❒ | ❒ |

**General Comments**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#### Thank you for your feedback