Lesson/Training Planner (manual version)

(a free resource from www.businessballs.com)

Lesson/Session Title	
Date	
Student/Trainee Numbers	
Lesson/Session Duration	
Entry Behaviour/Level	
Location	
Set Up & Seating Layout	
Aims	
Lesson or Training Session Objectives	

A self-calculating version of this lesson/training planner tool is available from www.businessballs.com/freeonlineresources.htm

Start Time	Activity Duration	End time	Lesson/Training Activity (include breaks)	Training Method	Resources	Assessment method	Notes

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