To aid lesson planning during the day it would be useful if you can bring this form completed with your organisations information. Your organisation’s bid to the WEAHSN may hold some of the answers, so might your line manager.

1. How many people are you expected to teach?

2. Who are they? (clinical/non-clinical, which band etc.)

3. How many sessions will you teach? How many hours do you have to teach?

4. Will your lesson be based in a classroom/conference/e-learning/seminar/one to one session/cascade training?

5. What resources are available to you for this? (Not just financial, think laptop, projectors, pens, paper etc.)

6. What is the main human factors message your organisation wish to teach?

7. How will you know you have been successful?