

Session Plan

Session N ^o	Date	Venue	Cycling Scotland
	Time		
Client (person/school/club)		N ^o of trainers	
		N ^o of trainees	
Session goals			
Safety Considerations: Risk Assessment - form attached		YES / NO	N ^o of road signs
Other			N ^o of tabards
Equipment required			
Timing	Session Content		
Coaching points			

Session Evaluation on the other side of this form.

You'll get most benefit if you complete this as soon after the session as possible.

Session Evaluation

Numbers expected	Numbers participated	
Equipment planned	Equipment used	
How well was each goal achieved?		
Consider the following; if NO note the reason below	YES	NO
1. Did everyone enjoy himself or herself?		
2. Was the equipment appropriate for the session?		
3. Was your preparation thorough enough?		
4. Did you follow the session as planned?		
5. Did you keep to the planned timings?		
6. Did the group respond positively to your training?		
7. Did you encourage and motivate?		
8. Were the demonstrations effective?		
9. Were all situations safe?		
10. Would you have enjoyed being in that session?		
11. Did the group give you positive feedback?		
12. Will they come back again next time?		
For all the NO answers, try to say why	Action plan for fixing the NOs	
Goals for next session		