

Lecture planning and preparation

A six-step framework

Step 1—Set learning outcomes

What do you want the learners to know, be, do, or feel at the end of your lecture?

Step 2—Create closure

What learners hear last, they will remember.
How will you express your take home message?

Step 3—Design a structure

Set: How will you start the lecture? You only have between 7 and 20 seconds to engage the learners. If you haven't managed it in this time, they will lose concentration.

Dialogue: How will you structure the main learning into distinct steps/activities? Stick to 3-5 major learning points. Get the learners actively involved.

Closure: Plenary and take home message. Check that everything you include in your lecture leads to this.

Step 4—Spice it up and edit it

Add—interesting cases or anecdotes.
Take Away—anything not needed to get your message across.
Remember, less is more!

Step 5—Prepare resources

What slides, handouts, props are required?

Step 6—Practice and refine

Work on your presentation skills and timing.
Practice your presentation in front of a small audience.