

Lecture planning and preparation

A six-step framework

Step 1—Set learning objectives

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

Step 2—Create closure

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What learners hear last, they will remember.

How will you express your take home message?

Step 3—Design a structure

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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

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Add—interesting cases or anecdotes.

Remove—anything not needed to get your message across. Remember, less is more!

Step 5—Prepare resources

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What slides, handouts, support materials are required?

Step 6—Practice and refine

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Work on your presentation skills and timing.

Practice your presentation in front of a small audience.

