

Skills Training Session Template

Session Number:		
Module:		
Teaching topic including relevant page numbers from the manual		
Task	To be done by	Notes
Prepare handouts, spare diary cards and other materials in advance		
Prepare room in advance		
Check supplies of refreshments if provided		
Lead opening mindfulness exercise		
Call late-comers to coach getting to group		
Take homework feedback		
Teach this session topic		
Prepare interval refreshments		
Take wind-down exercise		