

How to...write a session plan

A session plan should provide a comprehensive guide to a session. It should cover content and how to modify the session if required. A good session plan would enable someone unfamiliar with the therapy to be able to follow your plan. There is a proforma available for you to use to write session plans specific to the clinic you are attending; look in the clinic-specific folders or ask your Clinical Educator.

Session plans should contain:

1. Client's name
2. Student's and/or therapist's name
3. Date, time and venue of session
4. Real life goals - Overall, what the client is aiming to achieve from therapy
5. Long term goals - this specifies the above in speech and language therapy terms. Long-term goals may be for variable periods, from 1-2 weeks or the whole episode of care
6. Short term goals - these are goals that will be achieved in a shorter time frame, e.g. a small number of sessions.
7. Goals should be SMART: specific, measurable, agreed, realistic and timely.
8. Task descriptions. These should be directly related to the short term aims. It may help you to start each task description with the aim of the task.
9. Feedback - what you will do if the client gets something right or wrong.
10. Steps up and steps down: if the client finds the task too easy what will you do and conversely how would you extend the task.
11. Materials required (e.g. pictures, assessments, video ...)
12. Timetable of sessions- if the plan is for a number of sessions (say in the Aphasia Centre) it is helpful to specify which tasks are to be done within which sessions.
13. Monitoring/evaluation - discussion of any monitoring which may need to take place (e.g. keeping a record of how many/which items the person is incorrect on).
14. Group goals: Consider what goals the person might work towards within the group (real or virtual).