

MULTI-SESSION TRAINING

# Program Planning Guide

Comprehensive Framework for Multi-Session Programs

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Irish Society of Chartered Physiotherapists

MyISCP Events Hub

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# ISCP Multi-Session Training Programs - Planning Guide

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## Comprehensive Framework for Extended Learning Programs

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### OVERVIEW

Multi-session training programs provide in-depth professional development over multiple sessions, allowing for progressive skill building, practice between sessions, and sustained learning outcomes. This guide covers everything from program design to participant retention across 3-12 session programs.

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## SECTION 1: PROGRAM DESIGN FUNDAMENTALS

### What is a Multi-Session Training Program?

**Definition:** A structured learning experience delivered across multiple sessions (typically 3-12 sessions) over weeks or months, designed to build competency through progressive learning, practice, and application.

#### Key Characteristics:

- **Sequential Learning:** Each session builds on previous content
- **Practice Periods:** Time between sessions for skill application
- **Cohort-Based:** Same group progresses together
- **Sustained Engagement:** Participants commit to full program
- **Assessment & Feedback:** Ongoing evaluation of learning

### Program Length Considerations

Duration	Sessions	Best For	Example Programs
Short-Course	3-4 sessions	Focused skill development	Manual Therapy Techniques, Clinical Reasoning
Certificate Program	6-8 sessions	Comprehensive competency	Advanced MSK Assessment, Pediatric Specialist
Extended Program	10-12+ sessions	Mastery-level training	Clinical Mentorship, Leadership Development

### Delivery Formats

#### In-Person Sessions:

- Hands-on practice and demonstration
- Peer learning and networking

- Immediate feedback from instructors
- Geographic limitations
- Higher travel costs for participants

**Hybrid Model (Recommended):**

- Flexibility for theory (online) and practice (in-person)
- Reduced travel requirements
- Recorded content for review
- Cost-effective

**Fully Online:**

- Maximum accessibility
- Lower operational costs
- Limited hands-on practice
- Requires strong engagement strategies

## SECTION 2: LEARNING OUTCOMES & CURRICULUM DESIGN

### Defining Learning Outcomes

**SMART Learning Outcomes:**

- **Specific:** Clearly defined skill or knowledge
- **Measurable:** Can be assessed objectively
- **Achievable:** Realistic within program timeframe
- **Relevant:** Aligned with practice needs
- **Time-bound:** Accomplished by program end

**Example Learning Outcomes:**

**Poor:** "Understand shoulder rehabilitation" **Good:** "Demonstrate evidence-based assessment and treatment protocols for 5 common shoulder conditions, achieving 85% competency in practical examination"

### Curriculum Mapping

**Session Structure (6-Session Example: Advanced MSK Assessment):**

Session	Topic	Learning Outcomes	Delivery	Assessment
1	Clinical Reasoning Framework	Apply systematic assessment model to MSK cases	In-person (4h)	Case study analysis
2	Upper Limb Assessment	Demonstrate specialized upper limb tests with 90% accuracy	In-person (6h)	Practical exam
3	Lower Limb Assessment	Perform evidence-based lower limb assessment protocols	In-person (6h)	Practical exam

Session	Topic	Learning Outcomes	Delivery	Assessment
4	Spine & Pelvis Assessment	Integrate spinal and pelvic assessment techniques	In-person (6h)	Practical exam
5	Complex Cases Workshop	Synthesize assessment findings for complex presentations	Hybrid (2h online + 4h in-person)	Group case presentation
6	Final Integration & Certification	Demonstrate mastery across all assessment areas	In-person (6h)	Comprehensive practical & written exam

**Total CPD Points:** 32 hours (40 including self-study)

### *Progressive Difficulty*

#### **Bloom's Taxonomy Application:**

##### **Sessions 1-2: Remember & Understand**

- Foundational knowledge
- Basic skill demonstration
- Observation and guided practice

##### **Sessions 3-4: Apply & Analyze**

- Independent skill application
- Case analysis
- Clinical reasoning

##### **Sessions 5-6: Evaluate & Create**

- Critical evaluation of complex cases
- Development of treatment plans
- Integration of all skills

## **SECTION 3: PARTICIPANT RECRUITMENT & SELECTION**

### *Target Audience Definition*

#### **Considerations:**

- **Experience Level:** Years in practice, baseline competency
- **Clinical Setting:** Hospital, private practice, community, sports
- **Specialty Area:** MSK, neuro, respiratory, pediatrics, etc.
- **Prerequisites:** Required certifications, prior training

#### **Example Prerequisites:**

Advanced MSK Assessment Program Prerequisites:

- ✓ Chartered Physiotherapist (CORU registered)
- ✓ Minimum 2 years post-qualification clinical experience
- ✓ Current MSK clinical practice (≥50% caseload)
- ✓ Completion of basic MSK assessment course OR equivalent experience
- ✓ Commitment to attend all 6 sessions (95% attendance required)

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## Application & Selection Process

### Step 1: Open Applications (4 weeks)

- Application form requesting:
- Professional background and experience
- Motivation for program participation
- Learning goals
- Practice setting and patient population
- Confirmation of prerequisite completion

### Step 2: Review & Selection (2 weeks)

- Evaluate applications against criteria
- Ensure diverse cohort (settings, experience levels, locations)
- Maximum cohort size: 16-20 for hands-on programs, 25-30 for lecture-based

### Step 3: Acceptance & Confirmation (2 weeks)

- Send acceptance/waitlist/rejection notifications
- Require deposit (100-200) to secure place
- Provide pre-program orientation materials

## Pricing Strategy

### Cost Components:

- Instructor fees (150-300/hour × hours)
- Venue rental (200-500/day × sessions)
- Materials and handouts (30-50/participant)
- Assessment and certification (50/participant)
- Administrative overhead (15-20%)

### Example Pricing (6-session program, 32 CPD hours):

- **ISCP Members:** 850-1200
- **Non-Members:** 1200-1600
- **Early Bird Discount:** 100-150 off (8+ weeks before start)
- **Payment Plan:** Available (3-4 instalments)

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## SECTION 4: SESSION PLANNING & DELIVERY

### Individual Session Design

#### Recommended Session Length:

- **Half-Day:** 3-4 hours (morning or afternoon)
- **Full-Day:** 6-7 hours (9am-4pm with breaks)
- **Evening Session:** 2-3 hours (for online theory)

#### Session Structure (Full-Day Example):

##### 9:00-9:30 AM: Welcome & Review

- Recap of previous session
- Share practice experiences from interim period

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- Address questions from self-study

**9:30-11:00 AM:** New Content Introduction

- Lecture/demonstration (max 45 min without break)
- Interactive elements (case discussions, polls)
- Multimedia resources

**11:00-11:15 AM:** Morning Break

**11:15 AM-12:45 PM:** Guided Practice

- Small group hands-on practice
- Instructor demonstration
- Peer practice with observation

**12:45-1:30 PM:** Lunch Break

**1:30-3:00 PM:** Independent/Group Practice

- Application of morning content
- Case-based scenarios
- Group problem-solving

**3:00-3:15 PM:** Afternoon Break

**3:15-3:45 PM:** Assessment & Feedback

- Practical skill check
- Peer feedback
- Instructor feedback

**3:45-4:00 PM:** Wrap-Up & Homework

- Session summary and key takeaways
- Homework/practice assignment
- Preview of next session

## **Between-Session Activities**

**Purpose:** Reinforce learning, encourage practice, maintain engagement

**Activities:**

- **Practice Assignments:** Apply skills with real patients (with reflection log)
- **Reading/Video:** Pre-work for next session (1-2 hours)
- **Peer Practice:** Optional meetups between sessions
- **Online Discussion Forum:** Share experiences, ask questions
- **Self-Assessment Quiz:** Test retention of key concepts

**Example Assignment (After Session 2):**

Practice Assignment (Week 3-4):

1. Perform shoulder assessment on 5 patients using protocols learned in Session 2
2. Complete assessment documentation template for each patient
3. Reflect on challenges encountered (2-3 paragraphs)
4. Submit anonymized case summary via online portal by [date]

Pre-Work for Session 3:

1. Watch video: "Evidence-Based Lower Limb Biomechanics" (45 min)
2. Read article: "Clinical Tests for Hip Pathology" (provided)
3. Complete pre-session quiz (10 questions, 15 min)

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## SECTION 5: PARTICIPANT ENGAGEMENT & RETENTION

### Cohort-Building Strategies

#### Session 1 - Establish Community:

- Structured introductions (name, practice, goals, fun fact)
- Team-building activity (15-20 min)
- Create WhatsApp/Slack group for cohort communication
- Assign practice buddies for between-session support

#### Ongoing Engagement:

- Celebrate milestones (halfway point, final session)
- Share participant success stories
- Guest speaker sessions (variety)
- Peer teaching opportunities

### Managing Attendance & Commitment

#### Attendance Policy:

Required Attendance: 95% (miss max 1 session in 6-session program)

If participant misses session:

1. Notify instructor/coordinator within 24h
2. Complete make-up work:
  - Watch recorded session (if available)
  - Complete additional case studies
  - Schedule 1:1 catch-up call with instructor (30 min)
3. Submit make-up assignment within 1 week

Excessive absences (>1 session):

- Participant may be withdrawn from program
- Partial refund (50% of remaining sessions)
- Option to rejoin next cohort at discounted rate

### Monitoring Progress

#### Formative Assessment (During Program):

- Session-by-session skill checks
- Homework/practice assignment review
- Peer and self-assessment
- Instructor observation notes

#### Feedback Mechanisms:

- Mid-program survey (after Session 3 in 6-session program)
- Weekly check-in emails
- Office hours for 1:1 questions
- Anonymous suggestion box

#### Red Flags for Participant Struggle:

- Missing homework submissions
- Declining engagement in discussions

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- Poor performance on skill checks
  - Expressed frustration or confusion

**Intervention Strategies:**

- Early outreach (email/phone call)
  - Offer additional support (extra practice time, resources)
  - Peer mentor pairing
  - Adjust pacing if entire cohort struggling
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## SECTION 6: ASSESSMENT & CERTIFICATION

### Assessment Methods

**Formative (Ongoing):**

- Session skill checks (pass/fail or rubric-based)
- Homework assignments (completion and quality)
- Case study analyses
- Peer assessment of practice skills

**Summative (Final):**

- **Practical Examination:**
  - Demonstrate 5-10 key skills
  - Assessed via standardized rubric
  - Pass threshold: 80-85%
- **Written Examination:**
  - Multiple choice (50-75 questions)
  - Short answer case scenarios (5-10 questions)
  - Pass threshold: 75-80%
- **Portfolio/Project:**
  - Collection of practice logs, reflections, case studies
  - Demonstrates application of learning
  - Assessed via rubric

### Certification Criteria

**To Achieve Certification:** Attend 95%+ of sessions Complete all homework/practice assignments (90%+ submission rate) Pass practical examination (80%) Pass written examination (75%) Submit final portfolio/project (if applicable)

**Certificate Includes:**

- Program title and dates
- Total CPD hours earned
- Learning outcomes achieved
- ISCP logo and authorized signature
- Unique certificate number

**Post-Certification:**

- Digital certificate emailed within 2 weeks

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- Printed certificate available for pickup or mail
  - Listed in ISCP member directory as certified in specialty area
  - Opportunity to join alumni network
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## SECTION 7: INSTRUCTOR MANAGEMENT

### Selecting Instructors

#### Criteria:

- **Clinical Expertise:** Recognized specialist in subject area
- **Teaching Experience:** Previous adult education/CPD delivery
- **Current Practice:** Active in clinical field
- **Communication Skills:** Clear, engaging presentation style
- **Availability:** Commit to all sessions

#### Instructor Team Structure:

- **Lead Instructor:** Primary content expert (all sessions)
- **Co-Instructor(s):** Support with hands-on practice (1-2 people)
- **Guest Speakers:** Specialized topics (1-2 sessions)

### Instructor Briefing

#### Pre-Program Orientation (4-6 weeks before):

- Review learning outcomes and curriculum map
- Align on teaching methods and assessment standards
- Discuss participant backgrounds and learning needs
- Coordinate session responsibilities
- Review materials and equipment needs

#### Ongoing Support:

- Mid-program instructor debrief (after 2-3 sessions)
- Share participant feedback
- Adjust content/pacing as needed

### Instructor Compensation

#### Typical Rates:

- **Lead Instructor:** 150-300/contact hour + prep time (75-150/hour)
  - **Co-Instructor:** 100-200/contact hour
  - **Guest Speaker:** 200-500/session flat rate
  - **Travel & Accommodation:** Reimbursed if >50km from venue
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## SECTION 8: LOGISTICS & OPERATIONS

### Venue Requirements

#### Room Setup:

- **Classroom Style:** For lecture/theory portions
- **Open Space:** For hands-on practice (10 sqm per 2 participants)
- **Breakout Areas:** Small group discussions

#### Equipment & Materials:

- Treatment plinths/tables (1 per 2-3 participants)
- Projector, screen, laptop, microphone
- Flipcharts and markers
- Anatomical models/skeletons
- Assessment tools (goniometers, dynamometers, etc.)
- Participant handouts/workbooks

#### Accessibility:

- Wheelchair accessible
- Hearing loop system
- Adjustable lighting
- Accessible restrooms

### Catering

#### Full-Day Sessions:

- Morning arrival: Tea/coffee, light pastries
- Mid-morning break: Tea/coffee, fruit, biscuits
- Lunch: Hot meal or substantial buffet (dietary requirements accommodated)
- Afternoon break: Tea/coffee, snacks

**Budget:** 25-40 per participant per day

### Technology Platform (For Hybrid/Online)

#### Recommended Platforms:

- **Zoom:** Breakout rooms, polling, screen share
- **Microsoft Teams:** Integration with ISCP systems
- **Moodle/Canvas:** Learning management system for materials, quizzes, assignments

#### Features Needed:

- Video conferencing (up to 30 participants)
  - Screen sharing and annotation tools
  - Breakout rooms for group work
  - Recording capability
  - File sharing and resource library
  - Discussion forums
  - Quiz/assessment tools
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## SECTION 9: MARKETING & COMMUNICATIONS

### *Pre-Program Communications Timeline*

#### **12 Weeks Before Start:**

- Launch program announcement (email, social media, website)
- Open applications
- Early bird pricing available

#### **8 Weeks Before:**

- Reminder emails to potential applicants
- Share instructor bios and detailed syllabus
- Highlight unique program features

#### **6 Weeks Before:**

- Early bird deadline
- Application closing reminder

#### **4 Weeks Before:**

- Applications close
- Acceptance notifications sent
- Waitlist management

#### **2 Weeks Before:**

- Welcome email to confirmed participants
- Pre-program orientation materials
- Logistics details (venue, parking, schedule)

#### **1 Week Before:**

- Final reminder with checklist (what to bring, pre-work)
- Introduce cohort (names, backgrounds) if appropriate

### *During-Program Communications*

#### **Weekly:**

- Session recap email (key learnings, resources)
- Next session reminder and pre-work
- Homework submission reminders

#### **Ad-hoc:**

- Responses to participant questions (within 24-48h)
- Schedule changes or updates
- Motivational messages

### *Post-Program Communications*

#### **Within 1 Week:**

- Thank you email
- Feedback survey
- Information on certification processing

#### **2-4 Weeks:**

- Final results and certification
- Invitation to alumni network
- Continuing education opportunities

## SECTION 10: FINANCIAL MANAGEMENT

### *Budget Template (6-Session Program, 20 Participants)*

#### Revenue:

Item	Calculation	Amount (€)
Participant Fees	20 x €950	€19,000
<b>TOTAL REVENUE</b>		<b>€19,000</b>

#### Expenses:

Category	Details	Amount (€)
<b>Instructor Fees</b>	Lead: 48h x €200 = €9,600 / Co-instructor: 36h x €150 = €5,400	€15,000
<b>Venue Rental</b>	6 days x €400/day	€2,400
<b>Catering</b>	20 people x 6 days x €30	€3,600
<b>Materials</b>	Workbooks, handouts: 20 x €40	€800
<b>Technology</b>	Online platform subscription (6 months)	€300
<b>Marketing</b>	Design, ads, printing	€500
<b>Certification</b>	Printing, postage	€400
<b>Insurance</b>	Professional indemnity add-on	€200
<b>Contingency</b>	5% of expenses	€1,000
<b>TOTAL EXPENSES</b>		<b>€24,200</b>

**Net Position:** -5,200 (subsidized by ISCP)

#### Break-Even Analysis:

- Break-even price per participant: 1,210 (20 participants)
- OR increase to 25 participants at 968 each

### *Payment Processing*

#### Payment Schedule Options:

##### Option 1: Full Payment

- Full amount due at registration
- 10% discount for upfront payment

##### Option 2: Deposit + Balance

- 200 deposit at registration (non-refundable)
- Balance due 4 weeks before program start

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### Option 3: Installment Plan

- 200 deposit at registration
- 3 monthly payments starting 6 weeks before program

### Refund Policy

#### Cancellation Policy:

More than 8 weeks before start: 90% refund (€200 admin fee)

6-8 weeks before start: 50% refund

4-6 weeks before start: 25% refund

Less than 4 weeks before start: No refund

#### Exceptions (full refund available):

- Medical emergency (with doctor's note)
- Maternity/family leave
- Program cancellation by ISCP

#### Transfer Policy:

- Participants may transfer to next cohort (within 12 months)
- €100 transfer administration fee

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## SECTION 11: QUALITY ASSURANCE

### Participant Feedback Collection

#### Mid-Program Survey (After Session 3):

- Overall satisfaction (1-5 scale)
- Content relevance and difficulty
- Instructor effectiveness
- Pace and workload
- Suggestions for improvement

#### Post-Program Evaluation:

- Achievement of learning outcomes (self-reported)
- Content quality and applicability
- Instructor performance
- Logistics and organization
- Value for money
- Net Promoter Score (would you recommend?)
- Open-ended feedback

#### 6-Month Follow-Up:

- Application of learning in practice
- Impact on patient outcomes
- Confidence in skills learned
- Additional learning needs

### Program Evaluation Metrics

KPI	Target	Measurement
Completion Rate	85%	% of enrolled participants completing program
Pass Rate	90%	% of completers achieving certification
Participant Satisfaction	4.2/5	Average rating on post-program survey
NPS Score	50	Net Promoter Score
Attendance Rate	95%	Average attendance across all sessions
Homework Submission	90%	% of assignments submitted on time
Clinical Application	80%	% reporting use of skills at 6-month follow-up

## Continuous Improvement Process

### After Each Program:

- Debrief with instructor team (1-2 weeks post-completion)
- Analyze participant feedback (quantitative and qualitative)
- Review assessment results and pass rates
- Identify 3-5 key improvements for next iteration
- Update curriculum, materials, and processes
- Document lessons learned in program file

### Annual Review:

- Analyze trends across all cohorts
- Review relevance of content (new evidence, practice changes)
- Assess instructor performance consistency
- Evaluate financial sustainability
- Consider program expansion or retirement

## SECTION 12: RISK MANAGEMENT

### Common Risks & Mitigation Strategies

#### Risk 1: Low Enrollment

- **Mitigation:**
- Set minimum viable cohort size (e.g., 12 participants)
- Early bird incentives to drive registrations
- Targeted marketing to high-interest segments
- Cancel/postpone if minimum not met (8 weeks notice)

#### Risk 2: Participant Dropout

- **Mitigation:**
- Clear expectations and prerequisites at outset
- Deposit requirement to ensure commitment

- Early intervention for struggling participants
- Flexible make-up options for missed sessions

**Risk 3: Instructor Unavailability**

- **Mitigation:**
- Co-instructor model (backup coverage)
- Contingency plan for instructor illness
- Guest speaker roster for specific topics

**Risk 4: Venue/Technology Failure**

- **Mitigation:**
- Backup venue identified
- Backup technology platform credentials
- Printed materials in case of tech failure
- Instructor prepared for in-person delivery if online fails

**Risk 5: Participant Complaints/Dissatisfaction**

- **Mitigation:**
- Mid-program check-ins to address issues early
- Clear complaint resolution process
- Responsive instructor and program coordinator
- Partial refund option if severe issues

## SECTION 13: CASE STUDY EXAMPLE

### *Program: Advanced MSK Assessment & Treatment Certificate*

**Program Overview:**

- **Duration:** 8 sessions over 4 months (bi-weekly)
- **Format:** Hybrid (4 in-person full days + 4 online evenings)
- **Target:** Chartered physiotherapists with 2+ years MSK experience
- **Cohort Size:** 18 participants
- **CPD Points:** 48 hours

**Session Breakdown:**

Session	Format	Topic	Duration
1	In-person	Clinical Reasoning & Evidence-Based Practice	7h
2	Online	Functional Anatomy & Biomechanics Review	3h
3	In-person	Upper Limb Assessment & Treatment	7h
4	Online	Pain Science & Management Strategies	3h
5	In-person	Lower Limb Assessment & Treatment	7h

Session	Format	Topic	Duration
6	Online	Return to Sport/Work Programming	3h
7	In-person	Spine & Complex Cases Workshop	7h
8	In-person	Final Assessment & Certification	6h

**Pricing:**

- ISCP Members: 1,150 (early bird: 1,000)
- Non-Members: 1,500

**Outcomes:**

- Cohort 1 (Spring 2024): 18 enrolled, 17 completed (94% completion)
- Average satisfaction: 4.6/5
- Pass rate: 100% (all completers certified)
- NPS: +78 (Excellent)

**Key Success Factors:**

- Hybrid model reduced travel burden (4 vs 8 in-person days)
- Bi-weekly schedule allowed practice time between sessions
- Strong cohort bonding via WhatsApp group and peer practice
- Highly rated instructors with current clinical practice
- Practical, immediately applicable content

## APPENDIX: TEMPLATES & CHECKLISTS

### Template 1: Pre-Program Participant Checklist

**4 Weeks Before:**

- Confirm registration and payment received
- Review program schedule and mark all dates in calendar
- Arrange time off work if needed
- Book accommodation/travel for in-person sessions

**2 Weeks Before:**

- Complete pre-program survey (learning goals, expectations)
- Join online platform (Moodle/Zoom)
- Review pre-reading materials (if provided)
- Arrange childcare/coverage for session dates

**1 Week Before:**

- Complete pre-course questionnaire/baseline assessment
- Prepare questions for Session 1
- Review venue location and parking information
- Pack materials (notebook, pens, comfortable clothing for practical sessions)

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## Template 2: Session-by-Session Instructor Checklist

### 2 Weeks Before Session:

- Finalize session plan and learning objectives
- Prepare slides/handouts
- Coordinate with co-instructor on roles
- Send pre-work to participants (if applicable)

### 1 Week Before:

- Test AV equipment (if online)
- Print handouts and materials
- Prepare assessment rubrics
- Review participant homework from previous session

### Day Before:

- Confirm venue/technology setup
- Review participant attendance and any make-up needs
- Prepare opening recap of last session

### Day Of:

- Arrive 30-60 min early
- Set up room/technology
- Welcome participants as they arrive
- Deliver session
- Collect feedback/questions
- Assign homework for next session

### After Session:

- Debrief with co-instructor
- Review participant performance/engagement
- Send recap email with resources
- Note any adjustments needed for next session

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