



Session Planning Sheet  
Planning & Delivering Physical Fitness Sessions



Client name:

Session title:

Date:

**Session Introduction**

Notes:

**Warm-up**

Time	Exercise	Intensity / Workload	Specific movement notes / IDEA
1			
2			
3			

**Dynamic Stretches (FITT)**

Time	Exercise	Intensity / Workload	Specific movement notes / IDEA
1			
2			
3			
4			

**Main Resistance component (inclusive of using function equipment or a circuit)**

Training system / method (FITT):

Time	Exercise	RM / FW / BW / FTE	Sets / Reps	Intensity / Workload	Specific movement notes / IDEA
1					
2					
3					
4					
5					

**Main Cardiovascular (CV) component**

Training system / method (FITT):

Time	Exercise	Intensity / Workload	Specific movement notes / IDEA
1			
2			

**Cool-down**

CV exercise and static stretches (FITT)

Time	Exercise	Intensity / Workload	Specific movement notes / IDEA
1			
2			
3			
4			
5			
6			

**Session De-brief**

Notes:

↑ Things I need to do or include in the above session ↑

**Communication & Soft Skills**

1

2

**Planning & Instructing**

1

2

Additional notes:

This Learner Achievement Portfolio (LAP)  
was developed in accordance with  
Focus Awards qualification structure.

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