



Lesson Plan

Topic:

Lesson No.: Internal Use Only

Hours of Instruction:

Course Level: Choose an item.

Scope of Lesson Coverage:

(This is a short 2-5 sentence summary of the entire lesson)

Specific Objectives:

As a result of attending this block of instruction, the student will be able to:

1. (Make sure all objectives are written properly here)
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Instructional Method: Choose an item.

Training Environment: Choose an item.

Alternate Training Environment: Choose an item.

Training aids, training equipment required:

(Comprehensive list of ALL required training equipment)

Material for issue:

(Any material for distribution to students 9books, handouts, etc.); If none, write "NONE")

Materials required: ☐ Computer ☐ Projector ☐ Training Aids ☐ Electrical Outlets for students
(Check all that apply) ☐ Handouts ☐ Visual Presentation ☐ Additional Instructors
☐ Other:

Instructor Qualifications:

(List all of your specific experience and qualifications that you have to teach this subject matter)



Lesson Plan

References:

(A comprehensive list of ALL reference material used to develop the lesson plan to be listed here using current APA formatting)

Criterion Test/Method(s):

(Test required? If so, what type?; Where is test located? Attach written test to the lesson plan. If none, write "NONE".)

Prepared by: (Author's Name)	Date prepared:
Supervisory Approval:	Date prepared:
Legal Review by:	Date reviewed:
Updated/Revised by:	Date of revision:
Updated/Revised by:	Date of revision:

Instructor Notes (handwritten):



Lesson Plan

Lesson Outline: ****Use a semi-manuscript format. See attached Guidelines for Completing Lesson Outline.**

INTRODUCTION

SELF-INTRODUCTION

(Include name, rank, agency)

(Use this box only if you need more space)

Also include any special qualifications that give you credibility to teach this subject.

ATTENTION-GETTER!

(This is very important! Grab their attention; be specific if using video, picture, quote, story, joke; Keep in mind that someone else may have to teach your lesson, so put enough info here so that someone can)

LEARNING / PERFORMANCE OBJECTIVES:

AS A RESULT OF THIS INSTRUCTION, THE STUDENT WILL BE ABLE TO:

1. (Copy and paste the objectives as you had written them in the cover)
- 2.
- 3.
- 4.
- 5.

LESSON TIE-IN

(This is an important message; Tie in your topic with your audience; Know your audience and what is important to them now; this section should answer the question 'WHY?' that your audience is asking themselves)

SAFETY WARNING / DISCLAIMER

(List any safety precautions that your class should be aware of for the training day; list rules of conduct and expectations of behavior; also explain dangers, if any, of the training topic for the day)

(Use this box only if you need more space)

Instructor Notes (handwritten):



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BODY

PERFORMANCE OBJECTIVE #1:

SUPPORTING DETAILS

(This is where you will write all of the supporting details of each objective (the 'meat' and the 'potatoes', if you will; All details of your training should be in writing here; if details are listed in your visual presentation, they should be written here)

(You may use an outline format (numbering), bullet points, or simply writing all of the details of your training points and supporting details in paragraph form. This should be comprehensive. These details are what you will use if you ever have to defend your training. If it's not in writing, it NEVER happened!)

PRACTICAL EXERCISE

(If you are using some sort of practical exercise (demonstration, small group exercise, teach-back, etc., describe how you are going to use this practical exercise. Put enough information in here so that another instructor can know how to conduct the practical exercise. If you are not going to use a practical exercise for this objective, simply write "NONE")

Instructor Notes (handwritten):



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PERFORMANCE OBJECTIVE #2:

SUPPORTING DETAILS

(Same rules as above for Objective #1; If you don't have enough objectives for this page, don't fill it out and discard this page after printing)

PRACTICAL EXERCISE

(Same rules as above for Practical Exercise)

Instructor Notes (handwritten):



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PERFORMANCE OBJECTIVE #3:

SUPPORTING DETAILS

(Same rules as above for Objective #1; If you don't have enough objectives for this page, don't fill it out and discard this page after printing)

PRACTICAL EXERCISE

(Same rules as above for Practical Exercise)

Instructor Notes (handwritten):



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PERFORMANCE OBJECTIVE #4:

SUPPORTING DETAILS

(Same rules as above for Objective #1; If you don't have enough objectives for this page, don't fill it out and discard this page after printing)

PRACTICAL EXERCISE

(Same rules as above for Practical Exercise)

Instructor Notes (handwritten):



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PERFORMANCE OBJECTIVE #5:

SUPPORTING DETAILS

(Same rules as above for Objective #1; If you don't have enough objectives for this page, don't fill it out and discard this page after printing)

PRACTICAL EXERCISE

(Same rules as above for Practical Exercise)

Instructor Notes (handwritten):



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REVIEW / SUMMARY

SUMMARY STATEMENT

(This should be a 3-6 sentence summary of your entire lesson)

RE-STATE LEARNING / PERFORMANCE OBJECTIVES

1

2.

3.

4.

5.

ANY QUESTIONS?

RISK MITIGATION MEASURES:

(This is where you will list any/all measures that you take as an instructor to mitigate any risks that are inherent with your training. Be detailed in your explanation)

Instructor Notes (handwritten):