

LESSON PLAN

IDENTIFICATION AND LESSON INFORMATION	
INSTRUCTOR:	DATE:
PO / EO NUMBER:	EO TITLE:
TEACHING POINTS:	DURATION: ___ MINUTES
	PERFORMANCE STATEMENT:
	STANDARD:
	CONDITIONS:
	TEST DETAILS:
	TRAINEES LEVEL:
METHOD(S):	TRAINING AIDS:
REFERENCES:	LEARNING AIDS:
PRE-LESSON ASSIGNMENT:	
MATERIAL NEEDED FOR LESSON:	CLASSROOM SETTING:

Orientation board:

PO/EO #	NAME
TITLE Main TPs	
Refs:	Time

Orientation board:

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This template contains guides for both Knowledge and Skill lessons;

For a Knowledge lessons continue to page 3 and copy page 4 for additional teaching points

For a Skill lesson continue to page 7 and copy page 9 for additional teaching points.

Delete template pages for style not used.

PART 1 – INTRODUCTION – KNOWLEDGE LESSON

REVIEW / APPROACH	TIME	ACTION

INTRODUCTION	TIME	ACTION
Teaching points		
Importance (Why)		
Where the lesson fits in		
Overview of conduct of the lesson and precautions (if applicable)		
Control statement and test details		

PART 2 - BODY

STAGE 1 OF 2	TIME	ACTION
INTRODUCTION OF STAGE OR TITLE OF TEACHING POINT 1		
BODY		
CONFIRMATION – TP1		

TITLE OF TEACHING POINT 2	TIME	ACTION
BODY		
CONFIRMATION – TP2		

STAGE 2 OF 2	TIME	ACTION
INTRODUCTION OF STAGE OR TITLE OF TEACHING POINT 3		
BODY		
CONFIRMATION – TP3		

TITLE OF TEACHING POINT 4	TIME	ACTION
BODY		
CONFIRMATION – TP4		

END OF LESSON CONFIRMATION / TEST	TIME	ACTION
CONFIRMATION QUESTION / ACTIVITY / TEST DETAILS		

PART 3 - CONCLUSION:

CONCLUSION	TIME	ACTION
SUMMARY		
RESTATEMENT OF WHY (FROM INTRODUCTION)		
RE-MOTIVATION		
SAFETY PRECAUTIONS		
DISTRIBUTION OF HANDOUTS		
OVERVIEW OF NEXT LESSON		

PART 1- INTRODUCTION – SKILL LESSON

REVIEW / APPROACH	TIME	ACTION

INTRODUCTION	TIME	ACTION
TEACHING POINTS		
IMPORTANCE (WHY)		
WHERE THE LESSON FITS IN		
OVERVIEW OF CONDUCT OF THE LESSON AND PRECAUTIONS (IF APPLICABLE)		
CONTROL STATEMENT AND TEST DETAILS		

PART 2 - BODY FOR A SKILL LESSON

EACH STAGE OF A SKILL LESSON MUST CONSIST OF THE FOLLOWING:

STAGE 1 OF 2	TIME	ACTION
INTRODUCTION		
BODY		
CONFIRMATION		

SKILL SEQUENCE or EDI APPROACH (BODY)

- Instructor **Explains** and **Demonstrates** the skill
- Trainees then **Imitate** each step under close supervision
- Once satisfied trainees have learned skill, instructor proceeds to next step and follows same procedure

STAGE 2 OF 2	TIME	ACTION
INTRODUCTION		
BODY		
CONFIRMATION		

SKILL SEQUENCE or EDI APPROACH (BODY)

- Instructor **Explains** and **Demonstrates** the skill
- Trainees then **Imitate** each step under close supervision
- Once satisfied trainees have learned skill, instructor proceeds to next step and follows same procedure

END OF LESSON CONFIRMATION / TEST	TIME	ACTION
INTRODUCTION		
CONFIRMATION QUESTION / ACTIVITY / TEST DETAILS		

PART 3 - CONCLUSION:

CONCLUSION	TIME	ACTION
SUMMARY		
RESTATEMENT OF WHY (FROM INTRODUCTION)		
RE-MOTIVATION		
SAFETY PRECAUTIONS		
DISTRIBUTION OF HANDOUTS		
OVERVIEW OF NEXT LESSON		