Title: Title of Your Lesson Plan Goes Here

Lesson Plan: DPS, DOP, DCC, JJ… Number

Revision Date: mm/dd/yyyy

Lesson Purpose: What is the purpose of your lesson plan? Is it to provide students with information, to instruct students in the proper procedure for something, etc? The lesson purpose is a broad statement of what you intend to teach.

Training Objectives: At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with the information received during this instructional period:

**NOTE: Show PowerPoint Slides \_\_ - \_\_ (if there is a PowerPoint)**

1. List your training objectives.

2. Remember, in order to be a valid training objective, you need to include an “action” (verb) that the student will be able to achieve/demonstrate.

3. Good action words can be simple, like “List,” “Define,” “Identify,” or “State.”

4. Or, they can require more complex behavior from the student, such as “Demonstrate,” “Perform,” or “Explain.”

Hours: Written number of hours (#) Hours

Instructional Method: Indicate whether the class is lecture, demonstration, conference, practical exercise, etc.

Classroom Environment: Where are you teaching? Classroom? Range?

Materials Required: This is a list of materials that the students will need

pen, paper

student handouts

Training Aids: This is a list of materials that the instructor needs to teach this lesson plan

PowerPoint slides, Laptop, LCD Projector,

flipchart or whiteboard

props, etc.

Instructional Materials: List the Attachment and Handout pages

* Attachments Attachment 1 This is an Attachment Page (optional)

Attachment 2 This is the Second Attachment Page (optional)

* Student Handouts: Handout 1 Objectives (every lesson plan should have one)

Handout 2 Sample handout page 2

Handout 3 Lesson Plan Order

References: List the sources you used in developing your lesson plan.

Student Assignment: List any homework assignment

Title: Title of Your Lesson Plan Goes Here

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1. Introduction
   1. Opening Statement

**NOTE: Welcome class and introduce self.**

Text goes here. Write your opening statement just like you are writing a paragraph. Introduce your topic. Include your attention-getter.

Notice that the margins are set at 1” and each section of the outline steps in ½” from there. Use the ruler tool in Word that is at the top of the page to guide you.

**NOTE: Remember, all instructor notes line up with the margins.**

**NOTE: Page numbers start again at 1 and the section gets a new title “Instructor Lesson Plan” {See Footer}**

* 1. Training Objectives

**NOTE: Show PowerPoint Slide \_\_\_, Training Objectives** *(etc) (do not write your objectives in the body of the lesson plan – only on the academic checklist)*

* 1. Reasons

Remember that here you include the reason your training is important. Adult learners want to know, “What’s in it for me?”

1. Body
   1. This Header Will Normally be Your First Training Objective **(Objective 1)**

**(PowerPoint Slide \_\_)**

* + 1. My First Training Objective

Here you should include all information that supports your training objective.[[1]](#footnote-1)

* + 1. Has Two Parts
  1. Here is Objective #2 **(Objective 2) (PowerPoint Slide \_\_)**
     1. Objective Number 2 Has Lots of Information
        1. I Have One Subtopic
           1. With Other Headings

Like

This

And This

I Really Have Lots of Information

* + - 1. Will Objective Number 2 Ever End
    1. Here is More Information on Objective #2

**(PowerPoint Slide \_\_)**

* 1. Thankfully I Can Talk About Objective #3 Now **(Objective 3) (PowerPoint Slide \_\_)**

Some training objectives may not have subtopics. It’s perfectly OK just to have a paragraph of text under the heading.

**NOTE: The Header has changed. This is considered the Second Page Header[[2]](#footnote-2)**

1. Conclusion
   1. Summary

**NOTE: Show Objectives Again Here**

Remember here, you “tell ‘em what you told ‘em.” Summarize the lesson. You can do this by summing up the training objectives.

* 1. Questions From Class

**NOTE: Ask Class if there are any Questions**

* 1. Closing Statement

End the class on a positive note! I hope this guide helps you as you format your lesson plan.

| IV. | Lesson Plan Authentication: *(Should be a separate page)* | | | | |
| --- | --- | --- | --- | --- | --- |
|  | A. | Lesson Plan Prepared By: | |  |  |
|  |  |  | | Date: |  |
|  | B. | Lesson Plan Reviewed by Coordinator: | |  |  |
|  |  |  | | Date: |  |
|  | C. | Lesson Plan Approved By: | |  |  |
|  |  | 1. | Curriculum Manager: |  |  |
|  |  |  |  | Date: |  |
|  |  | 2. | Director, OSDT: |  |  |
|  |  |  |  | Date: |  |
| V. | Annual Review: | | |  |  |
|  | A. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | B. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | C. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | D. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | E. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | F. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | G. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | H. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |
|  | I. | Reviewed By: | |  |  |
|  |  |  | | Date: |  |

**THIS IS AN ATTACHMENT PAGE**

Attachment pages are only for Instructor Use. Students will never see this page.

Attachment page numbers start at 1 and continue increasing all the way through even if there is more than 1 attachment.

Each Attachment section will have its own number (Attachment 1, Attachment 2,…)

**This is the Second Attachment Page**

This is an example of another attachment.

Page Formatting

The title of the handout is Bold, there is an Outside Border around the text {on the Home tab click the Border dropdown on the Paragraph group then select Outside Border}

It is filled in with custom color – Red: 192, Blue: 192, Green: 192 or

Select from the Home tab, the Paint Can drop down on the Paragraph group - first column white, background 1, darker 25% {fourth one from the top counting the top color – white}

Headers/Footers

The Second Page Header continues from the previous section – Instructor Lesson Plan. There is no first page header for this section.

Rename the Footer Attachment 1

Page Numbering

The Handout page numbers start at 1 with the first Attachment page and increase as they go on.

Attachment Numbering

Each Attachment page is numbered (Handout 1, Handout 2, …)

Notice the footer… the Attachment # has changed and the page number has increased.

This attachment has a lot of information…

It is two pages long…. see the page numbers increasing….

The handout page follows…

Title: Title of Your Lesson Plan Goes Here

Lesson Plan: DPS, DOP, DCC, JJ Number

Revision Date: mm/dd/yyyy

**OBJECTIVES**

Lesson Purpose:

What is the purpose of your lesson plan? Is it to provide students with information, to instruct students in the proper procedure for something, etc? The lesson purpose is a broad statement of what you intend to teach.

Training Objectives:

1. List your training objectives.

2. Remember, in order to be a valid training objective, you need to include an “action” (verb) that the student will be able to achieve/demonstrate.

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4. Or, they can require more complex behavior from the student, such as “Demonstrate,” “Perform,” or “Explain.”

**TITLE OF HANDOUT 2**

This is a sample of a handout page.

Students receive the handout pages.

Handout 1 – Objectives is always a must!

Page Formatting

The title of the handout is Bold, Underlined, all Caps, and Centered

Headers/Footers

The first page header is on the first page of the Handout section (Objective Page – Handout 1).

The Second Page Header continues onto all the rest of the pages.

Page Numbering

The Handout page numbers start at 1 with the Objective page and increase as they go on.

Handout Numbering

Each Handout page is numbered (Handout 1, Handout 2, …)

**LESSON PLAN ORDER**

Turn in only 1 document with all the sections attached. The order should be:

Academic Checklist:

2” Hanging Indent

List Names

* Title:
* Lesson Purpose:
* Training Objectives:
* Hours:
* Instructional Method:
* Classroom Environment:
* Materials Required:
* Instructional Materials:
* Training Aids:
* References:
* Student Assignment:
* Prepared By:
* Date Prepared:

------- Section Break -------

Lesson Plan:

Outline: Multilevel, .5” tabs

I. One inch from edge

A. One and a half inches from edge

1. Two inches from edge

a) Two and one half inches from edge

(1) Three inches from edge

(a) Three and one half inches from edge

i) Four inches from edge

------- Section Break -------

Authentication Sheet – Type the Reviser/Reviewers Name and leave a space for them to sign the sheet.

------- Section Break -------

Attachments

------- Section Break -------

Student Handouts

1. You can cite your references using footnotes (shown here) or endnotes (which appear at the end of the lesson plan). Either is acceptable – the important thing is to cite your references, so that sources can be credited and verified. [↑](#footnote-ref-1)
2. Headers/Footers can be added by clicking the **Insert** tab. From this tab select **Header (or Footer)** from the **Header & Footer** group. Then from the menu at the bottom select **Edit Header (or Footer)**. From the **Header and Footer Tools** tab click the **Different First Page** check box. You will then be able to type in your information. [↑](#footnote-ref-2)