

Lesson Planning



Instruction Seminar

Purpose of a Lesson Plan?

“...to guide class instruction.”

Why Have a Lesson Plan?

- Keeps Lesson Organized
- Backup if Instructor Doesn't Show
- Keeps Lesson Standardized
- Enhance Your Comfort Level
- Ensures the Design is Followed

Objective

Given a sample lesson plan, determine if it has all the required components based on the minimum criteria specified in the NTC Lesson Plan Evaluation Checklist & Guidelines.

Route

- MP1. Lesson Plan Structure
- MP2. Elements
- MP3. Factors Influencing LP Development
- MP4. Impact of Poor LP

MP1. Lesson Plan Structure

Major Components:

- Directions
- Introduction
- Body
- Conclusion

MP2. Elements

- **Lesson Directions:**
 - Course/Lesson Name & Number
 - Outline
 - Time Increments
 - Instructor Preparation Requirements
 - Needed Resources
 - Room Configuration
 - Lesson Objectives
 - References/Strategy

MP2. Elements

Introduction:

- Attention Step
- Credibility
- Objectives
- Hook (WIIFM)
- Route
- Transition

MP2. Elements (Intro)

Attention Step:

- Get Audience Thinking About Topic
- Many Options Available:
 - Quotes, Movie Clips, Ask A Question
 - Dress Up, Quick Activity, Statistics
- Very Short
- 1-2 Minutes

MP2. Elements (Intro)

Hook:

- Why is lesson important?
- You can answer this question.
- You can ask your students this question.
- Very Powerful
- Very Short
- Value-Based
- Intended to Motivate

MP2. Elements (Intro)

Objectives:

- Provided in Design Document
- Review with Students.
- All Content Should Match Objective(s).
- Heart & Soul of Lesson

MP2. Elements (Intro)

Route:

- Sometimes Called the Overview.
- List of Topics.
- It's a Road Map.
- What Are You Going to Cover to Get Students to Intended Objectives.

MP2. Elements (Intro)

Credibility:

- Establishes Expertise
- Keep It Very Short
- Experience
- Job Title
- Formal Education
- Books, Magazines, Articles Written

MP2. Elements (Intro)

Transitions:

- Use Every Time You Switch Topics
- They Review & Preview

MP2. Elements

Body:

- Content
- Questions w/ Anticipated Responses
- Instructor Notes
- Exercises/Instructions
- Transitions

Notes: Talk to yourself!

MP2. Elements (Body)

Content:

- Must Follow Objectives
- Must Follow Outline
- Detailed (Script)
- Written in 2nd Person

MP2. Elements (Body)

Questions & Anticipated Responses:

- They are Planned
- Assist in Generating Discussion
- Anticipated Responses = Possible Answers
- A/R Serve as “Memory Joggers”
- Help Students Achieve Higher Levels of Learning

MP2. Elements (Body)

Instructor Notes:

- Informal or Formal
- Found in Margins
- Formal Created by Author
- Provide Important Instructions
- Informal = Your Personal Notes
- Stories, Examples, Facts, Add. ?s
- Usually Hand-Written

MP2. Elements (Body)

Exercises:

- Clear Instructions for Delivery
- Indicate Needed Resources & Location
- Indicate Purpose of Exercise
- Linked to Objective(s)
- Could Another Instructor Facilitate the Exercise?

MP2. Elements

Conclusion:

- Summarize Main Points
- Review Terminal Objective
- Transfer Statement
- Closing Statement

MP3. Factors Influencing LP Development

- Resources
- Instructors
- Job
- Coordinator

 **Planning**

MP4. Impact of Poor LP Development

Poor Planning



- Instructor (You)
- Students
- Course
- Other Instructors
- BLM

Exercise!



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Conclusion



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Terminal Objective

Given a sample lesson plan, determine if it has all the required components based on the minimum criteria specified in the NTC Lesson Plan Evaluation Checklist & Guidelines.

Summary

- MP1. Lesson Plan Structure
- MP2. Elements
- MP3. Factors Influencing LP Development
- MP4. Impact of Poor LP

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