PART 1: COURSE PREPARATION

Topic: _____

Time Frame: _____

Level of Instruction: _____

Course Goal

_____

_____

_____

_____.

Lesson Goal

_____

_____

_____

_____.

Behavioral Objective

_____

_____

_____

_____

_____.

Cognitive Objective

_____

_____

_____

_____

_____.

Materials Needed

For each participant (and instructor):

            _____

            _____

            _____

            _____

_____

_____

_____

_____

References

_____

_____

_____

_____.

PART 2: INSTRUCTIONAL DELIVERY

TOOLS	DELIVERY	NOTES
	STEP 1 – PREPARATION	
Class Roster	**Introduction**	*Introduce self to class and establish raport*
Show Class Objectives	**Objectives**	*Review class objectives*
	Safety Notice:	*Train like we fight, fight like we train.*
	The _____:	*Explain Key Point, Benefits, sell the products, these can be used for quizzing for understanding*

PART 2: INSTRUCTIONAL DELIVERY

TOOLS	DELIVERY	NOTES
	STEP 2 – PRESENTATION	
	Safety Item(s)	*ALWAYS Involve SAFETY*
	Demonstrate _____	*Use NORMAL SPEED*
Show task steps using media	**Explain the steps for** _____	*Have students read the operation steps for you.*

PART 2: INSTRUCTIONAL DELIVERY

TOOLS	DELIVERY	NOTES
	STEP 3 – APPLICATION	
	Safety Item(s)	*ALWAYS Involve SAFETY*
	Practice _____ Perform the job according to the steps. Practice until all of these steps can be accomplished accurately and in the time allowed **Diagnose readiness to be evaluated**	*Orient everyone the same direction as the students so everyone is seeing the same orientation*
Turn off projector	**Quiz each student on 1 or 2 keys points**	*Use steps from the task sheet questions from the written test for key points*
	Rehearse the practical evaluation by doing it exactly like the 'real thing' Practice as need until everyone is able to meet the class objectives.	*Show each student their time so they are confident that they are ready to test.* *Give appropriate coaching here as needed.*

LESSON PLAN

PART 2: INSTRUCTIONAL DELIVERY

TOOLS	DELIVERY	NOTES
	STEP 4 – EVALUATION	
	Safety Item(s)	*ALWAYS Involve SAFETY*
Show Objectives slides again	**Review class objectives**	*Be sure they understand the process,*
	Explain the testing process to the students.	*and have asked any questions they may have*
	Explain procedures for retesting if needed	
	Neither coaching nor questions will be allowed after the test begins.	*prior to beginning the test.*
Turn off projector	**Practical Evaluation (Psychomotor)**	*Use the prepared Performance Test sheet to evaluate each student*
Performance test score sheets	Each Operation is given a point value of ___; ___ Operations will be evaluated, ___ points are possible	
	Failure will result from the student not completing all operations or by committing a safety violation.	*Students will verbally indicate that they are*
	Exceeding the allotted time of _____ for the evolution will also result in failure.	*ready to begin the testing procedure.*
Written Exam test sheets	**Written Evaluation (Cognitive)**	*Have students turn in their test as they finish*
Written Exam, answer Key,	**Scoring the Evaluations**	
	After everyone has finished the exam, distribute handouts to class for future reference.	
Course evaluations	Distribute Course evacuation forms.	*Collect course evaluations after scoring exams*
	Review test results with each student PRIVATELY.	
	Diagnose any deficiencies found and steps to remediate as needed.	
Class roster, Performance Exam, Written exam	Review all paperwork for completeness and accuracy, then turn in for record keeping.	*Be sure all paperwork is properly signed.*
		Line out any blank or unused areas

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