

The Three-Part Structure of a Lesson Plan

1. Opening: "Tell them what they're going to learn"
 1. Purpose: Prepare students for learning
 2. Focus: Set expectations and engage learners
2. Delivery: "Teach them"
 1. Purpose: Present information and facilitate practice
 2. Focus: Core content and skill development
3. Closing: "Tell them what they've learned"
 1. Purpose: Assess performance and enhance retention
 2. Focus: Reinforce learning and skill mastery
 3. Note: Often overlooked but crucial for learning consolidation

Key Points:

- Events may overlap; there's no strict separation between parts
- A strong closing is as important as a strong opening

Recommended Addition: Pre-Lesson Planning Section

- Place clear lesson objectives at the beginning
- Ensures focus on objectives during lesson development
- Aids in overall event success

Reference: Appendix D contains the 9 Event Lesson Plan template and Pre-Lesson Planning Guide

Event 1: Gain Attention and Motivate Students

Purpose:

- Shift students' focus from personal thoughts to course objectives
- Highlight the value of the instruction
- Capture interest and enhance motivation

Key Actions:

1. Welcome students warmly (**smile!**)
2. Introduce yourself
 1. Share relevant personal/professional information
 2. Establish your authority and expertise
3. Set the stage
 1. Share an anecdote related to the lesson
 2. Provide housekeeping information (restrooms, exits, water)
 3. Remind students to silence cell phones
 4. Reference classroom safety infographic on E-Directorate website
4. Explain lesson relevance
 1. Clarify why the material and skills are useful
 2. Be mindful of timing expectations for adult learners
5. Introduce the "parking lot" concept
 1. Explain how tangential topics will be addressed

Tips:

- Balance "sea stories" with staying on schedule
- Ensure your introduction establishes credibility
- Highlight compelling personal experiences related to the subject

Remember: Your introduction sets the tone for the entire lesson. Make it engaging and informative.

Event 2: Inform Students of Objectives

Purpose:

- Outline expectations for the training event
- Set clear objectives for both students and instructor

Key Actions:

1. Clearly state lesson objectives
 1. Specify performance, conditions, and standards
 2. Example: "By the end of this course, you'll be able to [performance] under [conditions] meeting [standard]."
2. Explain the goal
 1. Identify the task or skill to be mastered
 2. Example: "Our goal today is to introduce you to..."
3. Motivate participants
 1. Clarify the importance of the material
 2. Explain why learning this new information is necessary
 3. Demonstrate how the lesson applies to their lives
4. Assess background knowledge
 1. Quiz students on relevant prior experience
 2. Example for a boating safety class: Ask about boat ownership, boating experience
 3. Use this information to adjust the pace of basic material
5. Create a safe learning environment
 1. Encourage idea sharing and questions

Tip: Tailor your approach based on students' existing knowledge. This allows for more efficient use of class time and better engagement.

Event 3: Stimulate Recall of Prior Learning

Purpose:

- Review previously learned information relevant to the current lesson
- Connect new learning to past experiences
- Enhance long-term memory retrieval

Key Actions:

1. Prompt students to recall relevant prior knowledge
 1. Example: "What safety procedures do you remember from previous training?"
2. Highlight connections between past learning and new material
 1. Example: "How might these safety concepts apply to today's lesson?"
3. Use recall activities to activate existing knowledge
 1. Consider brief quizzes, discussions, or reflective exercises
4. Address any misconceptions from prior learning
5. Use this recall phase to gauge the class's baseline knowledge

Benefits:

- Helps students create meaningful connections
- Improves retention of new information
- Allows instructor to tailor the lesson to students' existing knowledge level

Remember: This step is crucial for building a strong foundation for new learning and ensuring that students can effectively integrate new information with their existing knowledge base.

Event 4: Present Information/Content Delivery

Purpose:

- Deliver core content and demonstrate skills
- Show students what success looks like

Key Actions:

1. Present content effectively
 1. Don't simply read PowerPoint slides
 2. Face the students, not the screen
 3. Scan the class to ensure engagement and understanding
2. Demonstrate skills
 1. Model successful execution of any skills being taught
3. Engage students actively
 1. Ask thought-provoking questions
 2. Encourage students to consider the importance of the material
4. Check for understanding regularly
 1. Use various methods: • Questioning • Quizzes • Student demonstrations • Teaching aids • Discussions • Break-out sessions
5. Adapt presentation based on student responses

Tips:

- Vary your delivery methods to maintain interest
- Use questions to promote critical thinking
- Be prepared to explain concepts in different ways

Remember: Effective content delivery is interactive, not just a one-way flow of information. Engage students throughout the presentation to ensure comprehension and maintain interest.

Event 5: Provide Learning Guidance

Purpose:

- Prepare students for practicing the lesson material
- Offer tools and strategies for successful learning

Key Actions:

1. Provide supportive resources
 1. Job aids or memory tools
 2. Primary and backup media
2. Clarify task indicators
 1. Explain what prompts signal a task needs to be done
3. Outline procedures
 1. Detail correct steps to follow
4. Share special instructions
 1. Highlight tips for success
 2. Warn about potential pitfalls
5. Emphasize safety
 1. Provide relevant safety information and precautions
6. Define success criteria
 1. Explain what students need to know or do to be successful
7. Demonstrate the task
 1. Show students exactly what they'll do
 2. Illustrate the expected level of performance

Remember: Effective learning guidance bridges the gap between content delivery and practice, setting students up for success in applying their new knowledge or skills.

Event 6: Provide Opportunity for Practice

Purpose:

- Allow participants to apply new skills and knowledge
- Ensure practice aligns with real-world application and assessment

Key Actions:

1. Facilitate practice sessions
 1. Ensure each student gets a chance to participate
 2. Create a safe environment for practice
 3. Make practice resemble real-world scenarios
2. Incorporate review questions
 1. Use end-of-lesson questions from course materials
 2. Example transition: "Now let's put this knowledge into action."
3. Provide learning guidance as needed
 1. Offer support and feedback during practice
4. Conduct topic summaries
 1. Help participants see the logical development of the lesson
 2. Engage students in summarizing key points
 3. Touch on all major components, including goals and objectives
5. Check for understanding
 1. Use various questioning techniques
 2. Employ tests, quizzes, or final demonstrations
 3. Ensure alignment with stated lesson objectives

Tips:

- Make practice resemble the final assessment
- Use summaries to reinforce learning and identify areas needing clarification
- Adjust instruction based on practice performance and feedback

Remember: Effective practice bridges the gap between theory and application, reinforcing learning and preparing students for real-world scenarios.

Event 7: Give Feedback

Throughout lessons, offer both motivational and developmental feedback:

Developmental feedback vis-à-vis motivational feedback:

Developmental feedback differs from motivational feedback in that it focuses on specific areas of improvement rather than general encouragement. When used effectively, it can significantly enhance learning outcomes and personal growth.

1. Timely, objective, specific, and non-punishing
2. Focus on performance, not personal attributes
3. Avoid negative feedback (silence or criticism)

Types of Positive Feedback:

- Advice: Identifies desirable behaviors and how to incorporate them
- Reinforcement: Recognizes meeting or exceeding standards

Benefits of Positive Feedback:

- Improves confidence and performance
- Removes barriers
- Increases motivation

Negative Feedback (to be avoided):

- Silence: Maintains status quo, decreases confidence
- Criticism: Identifies undesirable behaviors, generates excuses

Key points:

- Allow opportunities for questions during/after lectures
- Address areas needing improvement when necessary
- Feedback is crucial for assessing student progress

Event 8: Test/Assessment

Testing and Assessment

Purpose:

- Evaluate student learning of concepts and skills
- Determine if lesson objectives were met
- Often includes pass/fail criteria

Types:

1. Written tests: For memorized material
2. Performance tests: For practical skills, should mimic real-world scenarios

Key points:

- Assessment conditions should match those stated in the lesson objectives
- Use various techniques: questioning, quizzes, demonstrations
- Tests should reflect practiced material

Post-test actions:

- Review incorrect answers to gauge test accuracy/difficulty
- Analyze results to improve instruction

Benefits:

- Assesses student retention
- Identifies areas for improvement in teaching methods

Remember: Testing not only evaluates students but also provides feedback on instructional effectiveness. Adjust your approach based on test results to enhance future lessons.

Event 9: Enhance Retention

Enhancing Retention

Key strategies:

1. Reinforce value:
 1. Reiterate the importance of learned material
 2. Connect content to real-world applications
2. Apply new learning:
 1. Provide opportunities for students to use new skills
 2. Encourage practical implementation of concepts
3. Bridge to future learning:
 1. Introduce upcoming modules or training events
 2. Show how current material connects to future topics

Additional points:

- Support knowledge transfer to long-term memory
- Relate new skills to broader context
- Allow final review and discussion

Lesson plan notes:

- Living documents adaptable to each session

- Not all nine events necessary for every lesson
- Crucial for maintaining timing and focus

Remember:

- Instructor enthusiasm often translates to student engagement

Tailor retention strategies to your specific course content

Lesson Plans: Key Points

1. Living documents:
 1. Adaptable to each session
 2. Allow for consistent teaching across multiple deliveries
2. Flexible structure:
 1. Not all nine instructional events are required for every lesson
 2. Tailor to specific content and learning objectives
3. Essential benefits:
 1. Keeps instruction on time
 2. Maintains focus on target content
 3. Ensures relevant topics are covered
4. Instructor attitude:
 1. Enthusiasm is contagious
 2. When instructors enjoy teaching, students often enjoy learning

Remember: While lesson plans provide structure, they should be used as guides rather than rigid scripts. Adapt as needed to meet student needs and enhance engagement.