

# Appendix F

## Mentor Certification Form

### Appendix D – 9-Event Lesson Plan

Name of Instructor: \_\_\_\_\_

Lesson Title: \_\_\_\_\_ Total Est. Time: \_\_\_\_\_

OPENING	Time _____
<p><b>1. Gain Attention.</b> Introduce the training, the purpose, the value to the students, and the agenda. Review prerequisites, rules of conduct, general expectations, and administrative items, including safety, exits, facilities and such.</p>	
Instructor Activities	Student Activities
<p><b>2. State Objectives.</b> Outline what the students are expected to do in this training module. Explain the objectives, making sure the students are clear on the performance, conditions and standards.</p>	
Instructor Activities	Student Activities

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<b>DELIVERY</b>	Time _____
<b>3. Recall.</b> Students review or recall previously learned terminology, skills, and competencies, relevant to this training module.	
Instructor Activities	Student Activities
<b>4. Present the Information.</b> Conduct the class or training. Present content points; provide a demonstration. <i>Show them what success looks like.</i>	
Instructor Activities	Student Activities

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<b>5. Provide Learning Guidance.</b> Prepare students for the practice that is to follow and set expectations for levels of competence or proficiencies. Prepare your list of primary and backup media.	
Instructor Activities	Student Activities
<b>6. Practice.</b> Students practice the skills and use the job aids to meet the objectives and standards. Learning guidance is provided as appropriate, and feedback items noted.	
Instructor Activities	Student Activities

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<b>CLOSING</b>	Time _____
<b>7. Give Feedback.</b> Use both motivational and developmental feedback. Be timely, objective, specific, and non-punishing.	
Instructor Activities	Student Activities
<b>8. Tests.</b> Assess the student's learning. Have formal written questions and answers ready as well as open-ended interactive questions.	
Instructor Activities	Student Activities

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<b>9. Enhance Retention.</b> Reinforce the original perceived value, tasking students to apply the new knowledge or skills. Introduce the next module or training event.	
Instructor Activities	Student Activities