

## Training Essentials: Standard Lesson Plan Outline

**Purpose:** You will learn how to prepare a lesson using a standard Lesson Plan Outline.

**Objectives:** You will be able to...

1. Name the elements of a Standard Lesson Plan Outline.
2. Define the Elements of a Standard Lesson Plan Outline.
3. Properly arrange the elements of a Standard Lesson Plan Outline.
4. Prepare a Standard Lesson Plan Outline on a chosen topic.

**Introduction:** The Standard Lesson Plan Outline is a simple and effective way to prepare a lesson. It can help to make the reason for training clear. It will identify the desired outcomes of training. It will also organize training information into a clear, concise, presentable form.

### **Main Body:**

A good Purpose statement can anchor your preparation and actual training to a distinct subject. It serves to focus your thinking and that of your students, setting the scope and reach of your training effort.

Purpose: (What is the reason that the lesson is necessary?)

Whatever the purpose of your training may be, having clearly stated and fully measurable objectives further focuses your training. The personal learning experience offered by your training is enhanced by reasonable, well understood goals.

Objectives: (What are the expected, measurable outcomes to be achieved?)

Using a five-paragraph outline keeps your training efficient and effective. You will be able to provide a learning experience that is on track, on point and on time.

Introduction: (What are this Lesson's Thesis Statement and Main Ideas?)

Main Body: (How is the Thesis supported by the 1<sup>st</sup> Supporting Idea? ...2<sup>nd</sup>? ...3<sup>rd</sup>?)

Closing: (Summarize Supporting Ideas 1, 2 and 3 and restate the Thesis as proved.)

**Closing:** Anchored by a solid Purpose Statement, equipped with the clear goals of Learning Objectives and presented with the efficiency and effectiveness of a five-paragraph outline you have what every trainer needs. You have a Standard Lesson Plan Outline, a simple and effective way to prepare a lesson.