



8. What resources are necessary to carry out this instructional plan?

(Call the Instructional Assistant or place an equipment order via the website 72 hours in advance of the class)

9. What are the reasons for students to learn this material?

10. How is this material linked to other blocks of instruction in the course?  
(Review the Educational Philosophy and discuss linkages with the Academy Coordinator)

11. What do students need to do to prepare for this block of instruction?

(Call the Recruit Training Officer at least 72 hours in advance to discuss preparation assignments)

12. How can I evaluate the learning after this block of instruction?

## How To Assemble A Lesson Plan

1. Obtain a copy of the P.O.S.T. Training Specifications and the Learning Domain Workbook.
2. Answering the questions on the Instructional Planning Worksheet.

There are three major categories of information required for a lesson plan.

1. Subject content – learning goals, topics, and material to be taught
2. Instructional Methods – training aids, video tapes, description of how the material will be taught.
3. Time line

In a two column lesson plan, the subject content is detailed in the larger left-hand column and the instructional methods and time line are listed in the right column next to the respective subject content. The documentation should be detailed enough so that another instructor with similar subject matter expertise could read the plan and teach the class.

Begin detailing the subject content by entering the learning goals and topics from the P.O.S.T. Training Specifications. Expand each major topic, topic, and sub-topic in the training specification and include formulas, diagrams, stories, examples, and other text in sufficient detail so that it is clear what is being taught. Fill in instructions for administering the learning activities. Use the right-hand column to make notes for the instructor and for noting the required time for section (major topic).

Review the lesson plan to insure that all topics and required learning activities have been included. Check the timeline to see if it is realistic given the volume of subject content and time needed to carry out the learning activities.

Read through the P.O.S.T. Learning Domain Workbook and identify reading or activities that students could complete ahead of the class in order to prepare and to free up more time for application of the material. Answer these final questions:

Is the lesson plan “teacher centered” or “learner centered?”

Is my plan to feed information to students or is it to facilitate a process of learning?

Once the lesson plan is finalized, make a copy and submit it to the Academy Coordinator for the training center files. Lesson plans must be kept current.