## Worksheet: Planning for the Basics

Lesson Plan Template

| Section | Content | Training Tips |
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| Training Session Title |  | Make them snappy so that they will engage your participants. |
| Objectives (three to five) |  | Any more than this and you will be too busy cramming content to actually have learning occur. |
| Materials Required |  | Always best to build this list as you design the training so that you have everything you need on time.  |
| Date and Time |  |  |
| Agenda |  |  |
| Introduction |  |  |
| Icebreakers/Energizers |  | Start your day with a solid icebreaker that relates to and reflects the objectives. Energizers are used after breaks and lunch to reconnect and energize the group.  |
| Session One | Estimated timeObjectiveSummaryMaterials requiredPlanning ChecklistActivitySummary | Outline each of these aspects for each section of your training.  |
| Session Two | Estimated time ObjectiveSummaryMaterials requiredPlanning ChecklistActivitySummary |  |
| (Include as many sessions as you need to complete your objectives) |
| Breaks |  |  |
| Evaluation method |  | Will you offer an assignment of sorts, perhaps a project, quiz, or more formal test to measure learning, or follow up with the changes in work performance in some way? |
| Action plan |  | If you want people’s behavior to change because of the training you are offering, then make sure there is a strong call to action, including accountability and follow up to conclude the training.  |
| Wrap up activities / review |  |  |
| Clean up |  |  |