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| <Company LOGO> | **Lesson Title** |

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|  |  | | | | **LP #:** | |  | | **Rev. #:** | | |  |
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| **PROGRAM:** | |  | | | | | | **#:** | | |  | |
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| **COURSE:** | |  | | | | | | **#:** | | |  | |
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| **PRESENTATION +** | | | | **OTHER +** | | **EXAM =** | | | | **TOTAL TIME** | | |
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| Developed by: | | |  | | | | | | |  | | |
|  | | | *Instructor* | | | | | | | *Date* | | |
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| Reviewed by: | | |  | | | | | | |  | | |
|  | | | *Instructor* | | | | | | | *Date* | | |
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| Reviewed by: | | |  | | | | | | |  | | |
|  | | | *SME* | | | | | | | *Date* | | |
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| Approved by: | | |  | | | | | | |  | | |
|  | | | *Operations/Training Supervision* | | | | | | | *Date* | | |
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Lesson Plan Requirements

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| **Goal of Training:** |  |
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| **Learning Objectives:** |  |
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| **Prerequisites:** |  |
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| **Training Resources:** |  |
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| **References:** |  |
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| **Commitments:** |  |
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| **Evaluation Method:** |  |
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| **Operating Experience:** |  |
| **Historical Record:** |  |
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|  | Identifying Number | Description |
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| **Handouts**: |  |  |
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| **Exercises:** |  |  |
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| **Power Point:** |  |  |
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| **Other** |  |  |
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1. General Introduction
   1. Introduce self and/or guest(s)

Insert a text box for notes, etc

* + 1. Take Attendance; discuss exits, cell phones as appropriate
    2. Handout trainee feedback forms
    3. Introduce Topic / Goal
    4. Review Learning Objectives
    5. Describe how class will be conducted
    6. Describe Evaluation Method
    7. What’s In It for Me? (WII-FM)

1. Presentation
   1. General Description
2. Summary
   1. Review Objectives and lesson topics
3. Evaluation
   1. Describe evaluation method
   2. Administer evaluation
   3. Collect evaluation
   4. Remediation of trainees to 100%
   5. Collect feedback