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

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

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Lesson Plan Requirements

|  |  |
| --- | --- |
| **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