

HOW TO USE THIS MASTER LESSON PLAN:

1. *FILE → "MAKE A COPY..."*
2. *RENAME WITH YOUR EVENT eg. "Lesson Plan - ABC School Workshop"*
3. *FILL IN THIS LESSON PLAN*
4. *DELETE THESE INSTRUCTIONS*
5. *SHARE WITH EVENT FACILITATORS/HELPERS*

EVENT DETAILS

Event Name: Eg. School College visit to Monash Uni

Date & Time: Thursday 20th September, 11am-12pm and 1pm-2pm

Audience: Year 10 Students studying engineering subjects

Size of audience: 45

Lesson Split (if applicable): Eg. 2x1 hour sessions, 20-25 students per session

Lesson Preso: <Insert link to presentation slides for this event>

Other details: Eg. Photo consent required y/n?

Demonstrator + Helpers: Eg. Jane Smith (04xx xxx xxx) -

See signup sheet: <LINK TO SIGN UP SHEET HERE>

MATERIALS REQUIRED

MATERIAL/EQUIPMENT	QUANTITY	RESPONSIBILITY
Eg. Integration Unit	1	J.Smith
PPE (glasses, spare hair ties, gloves?)	25	D.Hakkens

SET UP

Eg.

1. Ensure space is tidy
2. Set up tables + chairs and lay out products
3. Turn on Integration Unit prepare PPE
4. Set up preso slides
5. Etc

LESSON PLAN

TOPIC	DESCRIPTION	TIME ALLOCATION
Welcome/Intro	(See PPM Intro Script)	X mins
What is Plastic?	Eg. Explain what plastic is and where it comes from.	X mins
Activity 1	xxx	X mins
Activity 2	xxx	X mins
Wrap Up	xxx	X mins
Contingency Allowance		X mins
TOTAL TIME		XX mins