



***[Lesson Title]***

# ***Lesson Plan***



***[Standardized Training:  
Lesson Plan Template]***

**[Month, Year] – Version 1.0**

**[Lesson Title]**  
**Lesson Plan**

**[Lesson Title] ([Lesson Time])**

**Lesson Overview**

Purpose of the Lesson:	[Insert purpose of the lesson. Include whether it is part of continued education, just-in-time training (e.g., to address a new Fast Letter), or to fill a performance gap. ]
Prerequisite Training Requirements:	[Insert any prerequisites required.]
Target Audience:	[Insert description of whom the lesson is designed for. Include job position and whether the lesson is for entry-level, intermediate, or journey-level employees. Note: If your lesson targets multiple audiences, please clarify whether the training is one-time mandated or refresher training for each position.]
Lesson References:	[Insert lesson references.] <ul style="list-style-type: none"><li>•</li></ul>
Lesson Objectives:	[Insert lesson objectives.] <ul style="list-style-type: none"><li>•</li></ul>

**Instructor Notes**

[Insert overview and summary of the lesson.]

**[Note:** Insert slide text in the left-hand column. If the slide has a chart or graphic, copy and paste that image into the cell. Use the right column for instructor notes, tips, and scripting as necessary.]

PowerPoint Slides	Instructor Activities
<b>[Lesson Title]</b>	<b>DISPLAY</b> slide 1 "[Lesson Title]"  <b>INTRODUCE</b> yourself as the instructor and introduce any fellow instructors.  <b>INTRODUCE</b> the lesson.

PowerPoint Slides	Instructor Activities
<b>Overview of Today's Training</b>	<b>DISPLAY</b> slide 2 "Overview of Today's Training" <b>PROVIDE</b> an overview of the day's schedule. <b>EXPLAIN</b> that students will be learning about [insert subject] today. <b>DISCUSS</b> how the subject fits into the lesson purpose, goals, and importance.
<b>Introductions</b> <ul style="list-style-type: none"><li>• Student introductions<ul style="list-style-type: none"><li>○ Name</li><li>○ Office location</li><li>○ Time in position with VA</li></ul></li></ul>	<b>DISPLAY</b> slide 3 "Introductions" <b>ASK</b> students to introduce themselves.
<b>Icebreaker Activity</b>	<b>DISPLAY</b> slide 4 "Icebreaker Activity"  <b>ASK</b> the question: [Insert icebreaker prompt.] <b>ENCOURAGE</b> students to think about their responses. <b>RECORD</b> student responses for review at the end of the lesson. <b>TRANSITION</b> to the next slide to tie the responses into the lesson objectives.
<b>Lesson Objectives</b> <p>At the end of this lesson, you will be able to:</p> <ul style="list-style-type: none"><li>• [Insert Lesson Objectives from slide.]</li></ul>	<b>DISPLAY</b> slide 5 "Lesson Objectives" <b>REVIEW</b> the lesson objectives and assure students they will have opportunities to practice what they learn. <b>EMPHASIZE</b> that the post-lesson assessment will align with the content and these objectives.

## [Lesson Title]

### Lesson Plan

PowerPoint Slides	Instructor Activities
<p>[Insert title of content slide.]</p> <ul style="list-style-type: none"><li>[Insert content slide text.]</li></ul>	<p><b>DISPLAY</b> slide 6 "[Insert title of content slide.]"</p> <p>[NOTE: In this column, identify key points for the instructor to emphasize and provide any examples to assist the instructor when presenting this information.]</p> <p>[Copy this row to add more content slides.]</p>
<p><b>Lesson References</b></p> <ul style="list-style-type: none"><li>[Insert lesson references.]</li></ul>	<p><b>DISPLAY</b> slide 7 "References"</p> <p><b>IDENTIFY</b> where students can find any important VA and non-VA lesson references and job aids.</p>
<p><b>Summary</b></p> <p>Today you:</p> <ul style="list-style-type: none"><li>[Insert lesson objectives covered.]</li></ul>	<p><b>DISPLAY</b> slide 8 "Summary"</p> <p><b>REVIEW</b> the information in the day's lesson.</p> <p><b>REVIEW</b> student responses to the icebreaker.</p>
<p><b>Questions?</b></p>	<p><b>DISPLAY</b> slide 9 "Questions?"</p> <p><b>ASK</b> students if they have any questions about the day's lesson.</p> <p><b>RESPOND</b> to all questions before tasking students to complete the assessment.</p>
<p><b>TMS Assessment and Survey</b></p> <ul style="list-style-type: none"><li>[Insert bullets here.]</li></ul>	<p><b>DISPLAY</b> slide 10 "TMS Assessment and Survey"</p> <p><b>TELL</b> students how to access the assessment and survey in TMS.</p> <p><b>EXPLAIN</b> that the assessment is [Insert description of test.] and will cover what they learned in class today.</p> <p><b>REMIND</b> them that they must complete</p>

PowerPoint Slides	Instructor Activities
	<p>both the assessment and the survey in order to receive credit in TMS for their training.</p> <p><b>TELL</b> students that the survey provides them an opportunity to improve the training and that their feedback is welcome.</p>