

Suitable templates and user-friendly samples for different types of courses

Overview of the activity

The activity illustrates different samples of lesson and session plans.

Objective of the activity

The objective is to help educators learn how to prepare their own Lesson / Session Plan.

What are the steps to complete the activity?

1. Look at the 3 examples of Lesson / Session Plans. Choose the one closest to your teaching subject.
2. Take the Handout “Resource 3” and complete the sample which is relevant to your teaching area. If necessary, add sections or information from the other samples to better suit your teaching needs. In any section is not relevant to your domain, just remove it.



Adaptations for specific groups

The activity is suitable for learners with physical and hearing impairments. If there are learners with visual impairments, the educator might read aloud the titles of the columns in different samples.

Evaluation of activity

The evaluation might be done via a peer-to-peer review.

Materials

The following materials will be needed:

- Handout “Resource 3” (each table should be on separate page)
- Pens, post-it notes and tape (for face-to-face setting) or a suitable collaborative software (for online setting)



Other Resources

Scissors and tape/glue, if necessary to cut and add columns in the paper version of the handout

Computers or laptops and suitable word-processing software, if necessary to adjust the e-version of the handout

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Handout "Resource 3"



Sample 1

Course title	
Session or lesson title	
Lesson objective/s	
Learning outcomes	
Evaluation measures	
Trainer or Facilitator	
Duration	
Equipment	
Materials & resources	
Pre-reading preparation	

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Sample 2

Details about the training program (Title of the training session, time and date, location of the training program, name of facilitator or trainer and the total number of expected participants, etc)	
Goals and Objectives	
List of activities to be done during the training (Including their start and end time, resources, tools, speakers and methods used in the training process)	
Evaluation of the training program (Including suggestions on how to improve the training process)	

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Handout "Resource 3"



Sample 3

Step 1: Title of the webinar /course/session and objectives	
Step 2: Speakers / trainers and support team	
Step 3: Format	
Step 4: Visuals / Handouts	
Step 5: Needed tools	
Step 6: Agenda	
Step 7: Preliminary preparation	
Step 8: Necessary equipment and online space/tools	
Step 9: Registration process and fee (if the webinar/training is paid)	
Step 10: Launch!	

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