

DETAILED LESSON PLAN OUTLINE

PROGRAMME: TRAINING FOR INSTRUCTORS

UNIT: 2 Informing and Instructing/Training

SUGGESTED TIME: 1 hour

TRAINING AIDS NEEDED: Overhead projector, Workbooks, Flipchart, Transparencies (3).

OBJECTIVE(S): Upon completion of this unit you will be able to do the following:

- Define Informing and Instructing/Training
- Compare Informing with Instructing/Training.
- Determine which to use in a given situation.

UNIT OVERVIEW

Purpose: To differentiate between Information giving and Instruction/Training. This sets the stage for the rest of the course.

General Guidance: Be very definitive in making the distinctions. If there are any doubters or gray areas, work to resolve the problem. Using two flip charts in front of the class with participant input is a good technique.

Cautions: Don't pass this unit off lightly. Some participants with traditional education backgrounds may resist the idea that information giving alone is not training.

A/V AIDS	OUTLINE	NOTES
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">WB 2-1</div> <div style="border: 1px solid black; padding: 5px;">TR 2-1</div>	<p>1. Introduction</p> <p>1.1 Introduce self. 1.2 Present Unit Objectives.</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">INFORMING AND INSTRUCTING/TRAINING</p> <p>Upon completion of this unit you will be able to do the following:</p> <ul style="list-style-type: none"> • Define Informing and Instructing/Training • Compare Informing with Instructing/Training • Determine which to use in a given situation </div> <p>1.3 Inform the participants that there is a test after this unit and that the rest of the course involves the concepts presented here.</p>	

A/V AIDS	OUTLINE	NOTES
    	<p>2. Presentation</p> <p>2.1 The definitions. <i>Note: Use two flip charts 1 for Informing and 1 for Instructing. Have 2 instructors assist as recorders.</i></p> <p>Get input from the participants as to their ideas on the definitions and then present the course definitions.</p> <div data-bbox="509 651 1096 819" style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <p>INFORMING A presentation given for the purpose of providing facts, opinions, concepts, etc.</p> </div> <p>Can be a part of INSTRUCTING with the necessary additions.</p> <div data-bbox="521 920 1109 1128" style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <p>INSTRUCTING/TRAINING A learning experience designed and delivered in a manner that guarantees that the participant will meet the established objectives.</p> </div> <p>2.2 Ask the participants to pair off and discuss how they view the differences between giving information and training.</p> <p>Facilitate a discussion of how the participants differentiate between Informing and Instructing/Training.</p> <p>Guide the discussion to gain examples that will help clarify the concepts later.</p> <p>2.3 Use the workbook to review the specific differences. Focus the comparison on :</p> <ul style="list-style-type: none"> • Learning-predictability • Term-durability • Accountability • Measurement of results • Direction of communication • Performance • Type of presentation <ul style="list-style-type: none"> Method, materials and equipment Activity Interaction and feedback 	<p>Discuss one-way and two-way communication</p>

A/V AIDS	OUTLINE	NOTES
<div data-bbox="229 427 347 562" data-label="Image"> </div> <div data-bbox="215 566 357 622" data-label="Text"> <p>Exercise</p> </div> <div data-bbox="215 1070 352 1178" data-label="Text"> <p>TR 2-1</p> </div> <div data-bbox="229 1451 347 1585" data-label="Image"> </div>	<p>3. Application</p> <p>Discuss how the preceding comparison affects the selection of <i>informing</i> or <i>instructing</i> in a particular presentation situation.</p> <p>Have participants do exercise in two's and discuss their choices. See WB 2-4.Inst. for course answers.</p> <p>Ask the class for some examples and lead a discussion on their choices.</p> <p>4. Review</p> <ul style="list-style-type: none"> • Review the definitions and purposes of Informing and Instructing. • Reinforce the fact that this course focuses on interactive instruction-performance based training. • Note that the participants first presentation will be an information presentation focusing on their presentation skills but the 2nd and 3rd presentations will be instructional. <p>Review the unit objectives</p> <p>5. Unit Exam</p> <div data-bbox="408 1111 1150 1447" data-label="Complex-Block" style="border: 1px solid black; border-radius: 15px; padding: 10px;"> <p style="text-align: center;">INFORMING AND INSTRUCTING/TRAINING</p> <p>Upon completion of this unit you will be able to do the following:</p> <ul style="list-style-type: none"> • Define Informing and Instructing/Training • Compare Informing with Instructing/Training • Determine which to use in a given situation </div> <p>Have participants complete unit test and then briefly review the answers. See WB 2-5.Inst for course answers.</p> <p>Close the unit and review noon meal arrangements and return time.</p>	<p>10 minutes</p> <p>Previously discussed in Unit 1</p>