

DETAILED LESSON PLAN OUTLINE

PROGRAMME: TRAINING FOR INSTRUCTORS

UNIT: FIRST PRESENTATION ASSIGNMENT and DAY 1 CRITIQUE

SUGGESTED TIME: 15 MINUTES

TRAINING AIDS NEEDED: Workbooks, flipcharts.

PURPOSE: Give the instructions for the first individual presentation and critique the first day.

A/V AIDS	OUTLINE	NOTES
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> WB 1-4 </div>	<p>FIRST PRESENTATION ASSIGNMENT INSTRUCTIONS</p> <p>"This is an individual presentation. The subject can be on any topic you want to talk about. The prework and page 1-3 suggest some ideas for subjects. Our experience has shown that a subject of personal interest is best. Remember this is an informational presentation"</p> <p>The evaluation sheet on WB1-4 indicates what the instructors will be evaluating. The focus of this presentation is on communication and platform skills. You are limited to a maximum of 7 minutes. The instructors will give you a signal at 5 minutes and 6 minutes. They will stop you at 7 minutes. Time goes fast, so keep your subject simple.</p> <p>Each presentation will be video-taped for your individual review. The video is the best critique you can have.</p> <p>The instructors will be available to help with your preparations.</p> <p>We urge you to follow the P's and PRACTISE. You may want to have another participant listen - or use the mirror in your room."</p> <p><i>Give out the room assignments and ask for any questions.</i></p>	<p><i>Briefly review the points on WB 1-4.</i></p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> RM 9 </div>	<p>Ask participants to read "Secrets we have kept from our students" before Unit 4.</p> <p><i>Now do a review of the day. Use two flip charts - What worked? and What needs improvement? - USE 2 recorders. Limit time to 5 minutes. Acknowledge the inputs and DO NOT BE DEFENSIVE on what needs improvement. Ask for any clarification needed.</i></p> <p>COMPLETE THE COURSE EVALUATION FOR TODAY</p>	

DETAILED LESSON PLAN OUTLINE

PROGRAMME: TRAINING FOR INSTRUCTORS

UNIT: SECOND INDIVIDUAL PRESENTATION and DAY 2 CRITIQUE

SUGGESTED TIME: 15 MINUTES

TRAINING AIDS NEEDED: Workbooks

PURPOSE: Give the instructions for the second individual presentation and critique the second day.

A/V AIDS	OUTLINE	NOTES
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>WB 1-5</p> </div>	<p>SECOND PRESENTATION ASSIGNMENT INSTRUCTIONS</p> <p>"This is an individual presentation. The subject can be on any topic you choose. The subject should be something you can teach in 10 minutes. A work related subject may be good. This is a training presentation.</p> <p>The evaluation sheet on WB1-5 indicates what the instructors will be evaluating. The focus of this presentation is on objectives, interaction and visual aids plus a continuation of platform skills.</p> <p>You are limited to a maximum of 12 minutes. The instructors will give you a signal at 10 minutes and 11 minutes. They will stop you at 12 minutes. Time goes fast, so keep your subject simple.</p> <p>Each presentation will be video-taped for your individual review.</p> <p>The instructors will be available to help with your preparations. You may use any of the materials or equipment available here.</p> <p>Remember your P's"</p> <p><i>Give out the room assignments and ask for any questions.</i></p> <p><i>Now do a review of the day. Use two flip charts - What worked? and What needs improvement? - USE 2 recorders. Limit time to 5 minutes. Acknowledge the inputs and DO NOT BE DEFENSIVE on what needs improvement. Ask for any clarification needed.</i></p> <p>COMPLETE THE COURSE EVALUATION FOR TODAY</p>	<p><i>Briefly review the points on WB 1-5. .</i></p>