Lesson Plan Development Process

Color Key

- Tasks completed by the Director or Supervisor
- Tasks completed by the Instructor or course author

Identify the course

Select & assign instructors or course authors

Copy/Paste the course requirements from the POST Manual into a new document

Determine if further course objectives are desired. If so, write them.

Choose student assessment methods (tests).
Determine methodologies, identify equipment needs.

Using objectives and methodologies, create course outline

Review and approve outline by director or designee

a. Return for revision if needed

Identify & collect all necessary source material (cite in lesson plan)

Write a detailed draft lesson plan including all elements

a.Anticipatory Set
b.Instructional Content
c.Guided Practice
d.Independent Practice
e.Student Assessment (tests)
f.Conclusion

Approval of draft lesson plan by academy director or designee

a.Use of SME's, i.e. legal resources et al as needed
b.Return for revision if needed

Develop instructional aids

a. PPt
b. Handouts
c. Directions for assistant instructor(s)
d. Scenario setup instructions
e. Directions and scripts for role-players/actors

Complete/finish lesson plan (on the POST form) including all documents and instructional aids

Develop student workbook and handouts

Gather equipment

Rehearse/Test on other SME's/Instructors

a. Consider having an observer take feedback notes on LP during training

Modify any/all documents as necessary

Final Approval of LP by academy director or designee

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