**TRC-llc.**
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# Training Plan Templates Guide

# Lesson Plan Note Taker

This form is for recording all the ideas and content we're aware of at the beginning of lesson development. The form is in Google Sheets. Cells that are unused can be deleted, and new cells can, of course, be added.

| Six Sigma K12 Lesson Planner Notes | |
| --- | --- |
| **Item Name** | **Content** |
| Unit Title: | |
| Standards addressed: | |
| Benchmarks met: | |
| Essential learnings: | |
| Relevance: | |
| Purpose: | |
| Activity Description: | |
| Assessment methods: | |
| Web components: | |
| Writing log? Webjournal? | |
| Lesson Description: | |
| Time required: | |
| Examples: | |
| Resources: | |
| Web resources: | |
| Homework: | |
| Self-evaluation: | |

**Training Plan Template**

This form provides developers with a consistent starting point. It's ideal for creating short units as part of a larger series.

Introduction:

Welcome to the course title. Two sentences of directions for navigating the Captivate course

Learning Objectives:

General topic description.

After this lesson you will be able to:

- 1
- 2
- 3

Key Points:

Primary Lesson Features:

- 1
- 2
- 3

Script:

Detailed script for no more than three major subjects: 1 page or less

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Knowledge Check: (Five or less questions)

Questions may occur in different formats and styles of interaction

1. Question
   Content Images and Media
   **A**
   B
   C
   D
2. Question
   Content Images and Media
   **A**
   B
   C
   D
3. Question
   Content Images and Media
   **A**
   B
   C
   D
4. Question
   Content Images and Media
   **A**
   B
   C
   D
5. Question
   Content Images and Media
   **A**
   B
   C
   D

Optional Question or point of interest - ungraded

Notes:
   Captivate specific features
   Include text prompt for suggestions of clarity of content
   Include a Contact button for issues

**GET ATTENTION**
Present something engaging and relevant     Present an engaging video or animation
Incorporate something interactive



**LEARNING OBJECTIVES**
State up front what the learners will be learning     Present them in conversational language
If possible, spike interest by mentioning optional content for those who wish to go further



**STIMULATE RECALL**
To ease into new learning, connect new information to existing experience
Ask the audience if they already know X     Ask at three different levels to engage all levels



**PRESENT THE CONTENT**
Deliver 1 to 3 chunks of content     Include personal experience when possible
Include clear examples     Provide for various modalities and senses



**PROVIDE GUIDANCE**
Mnemonics     Flashcards for vocabulary     Journaling     Other resources
Recommended tools and habits

## OPPORTUNITY TO PRACTICE
**Processes especially require practice to reinforce the learning      Multiple-choice Surveys**
**Simulations    Gamification    Interactives    Order of operations puzzles**

## PROVIDE FEEDBACK
**Kaizen     Provide details about why a quiz answer is incorrect     Ask 'How can you improve?'**
**Ask 'Would you like help improving this?'     Eliminate negativity from your feedback**

## ASSESS PERFORMANCE
**Do NOT use true/false or multiple-choice tests, unless they can be retaken to mastery**
**Gamification can reinforce processes     Provide explicit suggestions for improving skills**

## ENHANCE TRANSFER AND RETENTION
**A business card with basic nomenclature as a reference     Create an online variable interactive**
**A motion video of a live experience will have more impact than an illustration or photo**