



LESSON PLAN STRUCTURE GUIDE

Please use this document as a guide on how to prepare for and structure your lessons. While you are not required to use this resource, we believe these teaching methods are effective and encourage you to incorporate them into your courses.

OBJECTIVES

Objectives are a list of things you would like to accomplish during the session. This includes things you would like to get done as well as what you want your students to learn or be able to do by the end of the lesson.

Examples of things to “get done”:

- Students will complete the TGH enrollment
- Students will fill out the TGH Participant Contract
- Students will fill out the Media and Photo Release

Examples of things you want students to learn or be able to do:

- Students will learn how to set up a Gmail account
- Students will create a plan for where to save their password in case they forget it
- Students will be able to send an email to the instructor

MATERIALS & PREPARATION NEEDED

List everything you need to be prepared for the session. This includes physical materials you need to have ready as well as actions you must complete prior to the start of class.

Examples of physical materials:

1. Copies of handouts
2. Name tags
3. Pens

Examples of actions to complete before class:

1. Rearrange the chairs & tables
2. Test a video you plan to show and make sure the audio works

ICEBREAKER

Time Allotted: Set a goal duration for the activity. For an icebreaker, schedule 10-20 mins of interactive activity based on how many participants there are.

An icebreaker is a fun activity or question for people to get to know each other. It's a good idea to have people share their names at the beginning of each class to help people remember. You can try to tie the icebreaker into the learning theme of the day.

Examples of activities:

- [People Bingo](#): Create bingo cards with a characteristic like “played a varsity sport” or “has at least three siblings” in each square. Everyone mingles and asks each other questions attempting to get a BINGO.
- **Guess Who**: Participants write a fun fact about themselves on a strip of paper. The trainer collects them and then reads each one. People try to guess who wrote the fun fact.

Examples of questions:

- What is your favorite way to communicate with loved ones? Give students examples such as by telephone, handwritten letter in the mail, email, texting, facetime, WhatsApp, Facebook messenger. This is a great question before reviewing email or Google Hangouts.
- What is one place you have always wanted to visit? This is a great question before showing participants how to use Google Maps or Google Earth.
- What is or was your favorite cartoon? Good question for an early childhood course before reviewing a fun cartoon based app.

SHARE LEARNING OBJECTIVES

Time Allotted: 2 mins

Tell the students what you hope to accomplish for the day. You can read your objectives but make sure you are communicating in simple terms.

ACTIVITY: Name of Activity (example: USING GOOGLE CALENDAR)

Time Allotted: Set a goal duration for the activity. It could be anywhere from 10 mins to 30 mins, or 30 min to an hour. Whatever works.

- **GROUP DISCUSSION**: Before starting, have students talk with you about why

something is important, how they think they could use a tool, and other topics related to what you are about to show them. It's a good time to assess what they know and think about the subject. Try to ask questions, rather than dictate.

- ***I DO***: Show them and tell them how to do something. Students should be observing and listening (taking notes is great too). Distribute handouts *after* you are done. If participants are reading handouts or trying to do what you are doing they will find it hard to simultaneously pay attention to you.
- ***WE DO***: Ask students to give you a summary or tell you what the main steps are that they need to complete so that you can assess their understanding. You can also do the activity “with them” by showing them one step and having them complete that step on their devices.
- ***YOU DO***: Have students practice what was shown to them. You can ask them to do this individually, in pairs, or in small groups. Whenever possible, check on the students to see if they need help or are progressing. Do not rush this activity. Let them create, play, and explore.

You may have several activities in one session. Repeat the structure above for each activity you have planned.

WRAP UP

Time Allotted: 15-20 mins

- Review “take-aways”. Take-aways are the key points you want your students to remember from today’s lesson. Give them the highlights.
- Review the next session.
- ***HOMEWORK***: Give your students something to keep what they learned on their brain. This can be asking them to prepare something for the next class or something to think about while they are home.
 - Examples:
 - If your next session will cover Google Maps, ask them to think of a place they might want to find directions to the next class.
 - If you are going to show them how to look up their child’s grades online, ask them to find out their child’s ID number or Log-In.
 - If you are going to show them how to use Google Slides, ask them to take three pictures on their phones to bring in next session.