# Planning template for a lesson

This template can be used to plan various types of learning activity, and can be modified to suit particular needs. See overleaf for some hints on planning a teaching lesson.

|  |  |
| --- | --- |
| Lesson Title |  |
| Date |  |
| Venue |  |
| Participants | Who? How many? |
| Resources needed |  |
| Aim |  |
| Learning outcomes | 1 |
|  | 2 |
|  | 3 |
|  | 4 |
|  | 5 |
| Lesson narrative |  |
| Prior to lesson |  |
| Beginning |  |
| (00 – XX minutes) | Review previous lesson and feedback on assessed learning activity |
|  | Outline lesson story and bridging elements, and explain LOs |
| Main section |  |
| (XX-XX) |  |
| (XX-XX) |  |
| (XX-XX) |  |
| Ending |  |
| (XX-XX) | Reflections  Opportunity for recording reflections / taking notes  Themes / concepts to be drawn together |
| (XX-XX) | Questions  Next week  Close |
|  | Finish a few minutes early if at all possible |

## Lesson run sheet

This can be used for detailed planning of the lesson, enabling you to ensure a good mix of activity within your lesson in order to effectively meet the lesson’s Learning Outcomes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time in minutes | Participant Activity | Facilitator Activity | Resources | Learning Outcomes |
|  |  |  |  |  |
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## Reflections after the lesson

It is useful to record some reflections about the lesson, to help develop teaching skills.

* Were the main learning objectives achieved by the learners?
* What went well? What was surprising or unexpected?
* What could have been done differently? How might it be changed next time?

## Some hints for completing the planning template

|  |  |
| --- | --- |
| Resource | e.g. PowerPoint slides, flipchart, handouts, reflections form, board marker pens, voting cards, etc |
| Aim | State the overall main aim(s) of the lesson |
| Outcomes | List the learning outcomes for the lesson |
| Beginning | Outline how you intend to do the lesson Show the lesson learning outcomes and brief outline of the lesson plan |
| Main Section | Write your plan for the main part of the lesson, referring back to the learning outcomes.  Use a variety of learning methods, e.g. mini-lecture, team discussion, video, PowerPoint, flipchart, skills practice, role play, etc. |
| Ending | Explicitly draw connections between this week’s content and that which precedes and follows it.  Provide an opportunity for recording reflections and taking notes, and inviting students to outline key points they have learned during the lesson or week.  Sum up, plan how to obtain feedback – aim to finish a few minutes early if at all possible! |

To discuss ideas about planning learning lessons, you may wish to contact the Innovative Learning Team – https://www.link.auckland.ac.nz/learning-teaching/contact-us