Instructor lesson plan

Prepare the lesson around the existing Workbook evidence and the site’s approved procedures. This planning sheet does not change course requirements.

Instructor _____ Learner or group _____

Date _____ Session _____ Module _____ Record ID _____

Objective, references and completion standards

_____

_____

Prerequisite checks and site procedure

_____

Preparation, equipment, ingredients and time allowances

_____

_____

Lesson content, instructor actions and student practice

_____

_____

_____

Common errors, safety and assessment opportunities

_____

_____

Debrief, further practice and next assignment

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_____

May be copied for personal or in-house training. Keep completed learner records private.