

Course Title	
P.O.S.T. Required Hours	
Academy Required Hours	
Prepared By (name and title)	
Date Prepared	
Date Last Revised	
Revised By (name and title)	
Learning Goal	
Performance Outcomes	
Methods of Instruction	
Handouts	
Assessments	
Source Material	
Is safety plan included?	
For academy use only:	
Instructor(s)	
Equipment Needed	

Approved by
Printed Name and Title:

Date Approved

Content/Instructor Guidance	Delivery Notes/Prompts Slide Titles/PO#/TQ#
This is a Word table of two columns and two rows. This row will expand to fit the contents, preserving the line between the columns. To tab within the column, use Ctrl+Tab. To tab to the next column, use Tab. It is helpful for maintaining alignment to turn on the paragraph marks on the ribbon above. It may also help to write out the course content in another Word document without the table and cut and paste it into this format. Adding rows to the table to keep the alignment is also useful.	The above describes what could be in this column. To maintain alignment of the content in the two columns, use Enter to move down the column.

Completing the lesson plan (do not include these tips in the finished lesson plan)

All Rule 21 elements must be completed on the cover sheet. It is permissible to copy and paste the Learning Goal and Performance Outcomes from the POST manual. The academy may add their own outcomes in addition but these must be labeled as “additional”.

All source materials should be listed, including articles and websites labeled as shown in the curriculum. Source materials should be labeled as found in the POST curriculum. Additional sources listed should be separately labeled as such.

A lesson plan includes all the information that must be delivered to teach the subject matter to a level of proficiency that allows the student to perform the tasks on the job. The written content provides legal defensibility, ensures consistency between instructors and between all sessions of the academy over time, and documents, for later scrutiny, what was taught.

The document should not be a simple topic outline but should include course content, discussion questions with desired answers, practice activities, directions for role-play, scenario set-up, etc. This definition is found in Rule 21 and is what is taught in the POST-approved instructional methodology course.

- It should be noted that critical content, information that is shared with the student, and guidance for an instructor on how to conduct the class is written on the left side of the two-column format and only prompts and delivery help is written on the right side.
- To save space, it is recommended, but not required, that outline numbering be avoided, with the text written in sentences and paragraphs to ensure complete thoughts are clearly communicated.
- It should not be necessary to review the course outline and the PowerPoint side by side to see the complete content to be taught. All instruction should be contained in the lesson plan.
- All source material, including video links, websites and periodical articles, used to develop the course should be listed on the cover sheet and can be listed within the lesson plan as well.
- Instructional process, e.g. “discuss the importance of...” is a cue that should be listed on the delivery notes side of the lesson plan format. The content to be discussed and any discussion questions that are to be asked as part of the instruction should be listed on the course content side with desired answers written into the lesson plan under the question.
- Videos used in the class should be explained briefly summarized and the teaching points listed in the lesson plan. Videos should be downloaded from the internet and inserted into the slide.

- Test questions should not be included in the lesson plan unless there is a separate, designated section for them. Discussion questions or questions assigned for homework can be included in the lesson plan.
- Lesson plans should include all scenarios and role-plays. Rubrics, scripts for role-players, equipment needed, safety plans, and other instructor directions specific to the scenario may be separate documents but should be cited by name in the lesson plan. Scenarios need to be reviewed for legality and ethics.
- The footer is set to automatically change to the name of the document when it is saved. To edit the footer, double-click anywhere in that area.