Adult Seminars/Workshops Template

Title:	Week:	Group Name:				
Date:	Time Needed:	Audience:				
Learning Objectives/Outcomes (What do you want them to know at the end?):						
1						
2						
3						
Materials List:						

Seminar Format:

TIME	CONTENT	TEACHING METHODS/KEY POINTS	RESOURCES
	 Housekeeping Notices Reminders Agenda & Learning Objectives – on board, screen or handout 		
	 Introduction Attention getter Topic and chapter – tie into course outline (if applicable) Benefit to future career Review, tie into previous material 		

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Appendix 2

TIME	CONTENT	TEACHING METHODS/KEY POINTS	RESOURCES
	 Knowledge Check Gauge previous knowledge of topic How will it be measured? 		
	Learning Objective #1		
	Learning Objective #2		
	Learning Objective #3		

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Appendix 2

TIME	CONTENT	TEACHING METHODS/KEY POINTS	RESOURCES
	 Evaluation/ Assessment Assessment (did learning take place?) 		
	 Conclusion Refer to objectives/ learning outcomes Review and summarize main points Program Evaluation Teacher Effectiveness Links/QR Code 		

Instructor Notes:

Reflection:

- 1. Was the instructional objective met? How do I know that the participants learned what was intended?
- 2. Were the participants productive? Engaged? How do I know?
- 3. If I had the opportunity to teach the lesson again to the same group of students, would I do anything differently? What? Why?

Adapted from <u>http://www.humber.ca/centreforteachingandlearning/instructional-strategies/teaching-methods/course-</u> <u>development-tools/building-lesson- plans.html</u>



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