

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
	<p>Housekeeping</p> <ul style="list-style-type: none"> ▶ Notices ▶ Reminders ▶ Agenda & Learning Objectives – on board, screen or handout 		
	<p>Introduction</p> <ul style="list-style-type: none"> ▶ Attention getter ▶ Topic and chapter – tie into course outline (if applicable) ▶ Benefit to future career ▶ Review, tie into previous material 		

TIME	CONTENT	TEACHING METHODS/KEY POINTS	RESOURCES
	<p>Knowledge Check</p> <ul style="list-style-type: none"> ▶ Gauge previous knowledge of topic ▶ How will it be measured? 		
	<p>Learning Objective #1</p>		
	<p>Learning Objective #2</p>		
	<p>Learning Objective #3</p>		

TIME	CONTENT	TEACHING METHODS/KEY POINTS	RESOURCES
	<p>Evaluation/ Assessment</p> <ul style="list-style-type: none"> ▶ Assessment (did learning take place?) 		
	<p>Conclusion</p> <ul style="list-style-type: none"> ▶ 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 <http://www.humber.ca/centreforteachingandlearning/instructional-strategies/teaching-methods/course-development-tools/building-lesson-plans.html>