

## Communications Lesson Plan

<b>Course Title</b>	<b>Lesson Title:</b>
<b>Instructor:</b>	<b>Assistant Instructor:</b>
<b>Location of Training:</b>	<b>Evaluation Method:</b>
<b>Space Requirement:</b>	<b>Total Time Required:</b>
<b>Prepared by:</b> <b>Date Prepared:</b>	<b>Training Date:</b> <b>Time:</b>
<b>Approved by:</b>	<b>Date:</b>

## Performance Objectives

<p>The training objective is to review policy and procedures as related to the following area of communications:</p> <ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>	<p>Standard:</p> <p>Students at end of this class will be able to:</p> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
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## Equipment, Materials and Tools

**Course Title:** Communications (Monthly/Quarterly) Training

**Lesson Title:** Communications Training

Description:	Number	Description:	Number
Chalkboard/Dry Erase Board		Screen:	
LCD Projector		Video Tape Recorder and or Camera	
Flipcharts and stands (Pads Req.)		Laptop Computer	
Slide Projector-Carousel, Tray		Overhead Projector, Transparencies	
TV/VCR		Other	

## Student Materials

Item:	# Needed:	When Distributed:	Comments:

# Content of Training

**Course Title:**

**Lesson Title:**

**Greeting/Housekeeping:**

**Followed by:**

**Training Topics to include:**

- 1.
- 2.
- 3.
- 4.
- 5.

Instructor's Notes: