

Communications Lesson Plan

Course Title	Lesson Title:
Instructor:	Assistant Instructor:
Location of Training:	Evaluation Method:
Space Requirement:	Total Time Required:
Prepared by: Date Prepared:	Training Date: Time:
Approved by:	Date:
<input type="checkbox"/> Please check the box if this training is available for other PSAPs to attend.	

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">1.2.3.4.5.	<p>Standard:</p> <p>Students at end of this class will be able to:</p> <ul style="list-style-type: none">•••
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Equipment, Materials and Tools

Course Title: Communications 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:

EXAMPLE: Start off with a greeting of the day and discuss administrative issues, including scheduling.

Followed by:

Training Topics to include:

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

Instructor's Notes: