

# LEADERSHIP TRAINING BULLETIN 93-04

## STANDARDIZED COURSE PRESENTATION PLAN FORMAT

Revised – April 12, 2000

To ensure that a reasonable level of standardization exists and to maintain a high level of quality in presenting GWRRA seminars and programs, this bulletin establishes the minimum basic format for material to be included in GWRRA seminars. Understanding that individual instructor styles will vary, and that local training needs will be diverse and not constant, the format described below will be used to develop all GWRRA seminars, as a minimum. Additional material and modifications may be used as needs require. **A copy of your individual lesson plan should be sent to the National Director, Leadership Training Division for inclusion in the Division lesson plan library.**

**TITLE:** A short title describing the topic to be covered in the presentation plan.

**OBJECTIVE:** Stated as a noun, the objective statement describes what is to be achieved by the presentation. Example -- Increased ability to plan and conduct meetings.

**RESOURCES NEEDED:** List the resources needed to successfully present the topic e.g., audio/visual equipment, note pads, markers, etc. It is recommended that any handout material should be held until the conclusion of your presentation.

**INTRODUCTION:** Identify, list, and briefly describe the main points that will be covered in the presentation. **{Tell them what you are going to tell them.}**

**DISCUSSION:** Present and discuss each of the major points outlined in the introduction. Cover each in an appropriate amount of detail, allowing for questions along the way, given any existing time constraints. **{Tell them.}**

**SUMMARY:** Rehearse and summarize each of the points presented in the discussion. Briefly reiterate any recommendations or actions included in the discussion points. Allow time to answer any remaining questions. **{Tell them what you told them.}**

**REFERENCES:**

To recognize sources and provide information for the student to use as follow-up or reference material, document sources of material used in the lesson and include it in any materials given to the students.

### **SEMINAR LENGTH:**

The amount of presentation, group discussion, and question/answer time needed for a given presentation is determined by the complexity of the topic, the depth in which it needs to be covered, and the level of the audience. Most presentations should not exceed 50 minutes including time for questions. Some topics can be covered in less time. Do not attempt to drag out your presentation to fit a given time frame.

### **APPLICABILITY:**

This format should guide the development of presentation and lesson plans for GWRRA Officer Training courses. While it is the recommended presentation format, instructors should use judgment to tailor the presentation content to their individual style and the needs of the target audience.

### **CREDIT AND COPYRIGHT PROTECTION:**

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