

Course Name

Lesson Plan: Lesson Plan Number (Changes with each revision)
Course Number: Course Number

Date: Date Course Originally Developed

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LESSON PLAN OVERVIEW

Course Title:				
Course Number:				
Course Date:		Fiscal Year		
Course Duration		In hours		
Lecture	Lab	PE	Testing	Total Course Hours
Hours	Hours	Hours	Hours	Hours
Course Description		<p>This course: _____</p> <p>Provide an in-depth description of the course.</p>		
Terminal Learning Objective (TLO)		<p>The students will be able to: _____</p> <p>Describe the main learning objective of the course.</p>		
Enabling Performance Objectives (EPO) And Enabling Learning Objectives		<p>List each performance objective for the students that the course covers. An EPO is a specific manual type task they must learn and accomplish. EPO #1: EPO #2: Etc.</p> <p>List each Learning objective for the students that the course covers. An ELO is specific information the student must be able to recall. ELO#1: ELO#2: Etc.,</p>		

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Instructional Methods	<p>List all the methods that will be used to teach the course.</p> <ul style="list-style-type: none"> • Lecture • Hands on • CBT • Video • PPT • Practical Exercise • Etc.
Method of Evaluation	<p>List how the students will be evaluated at the end of the course. You MUST have some method of evaluation, or it is not considered training by IBDOCIED Standards.</p> <ol style="list-style-type: none"> 1. Written Test 2. Graded Practical Exercise 3. Both 1 and 2
Test Questions	<p>Here you will list three test questions for each of your ELO's or EPO's.</p> <p>EPO#1: Test Question Test Question answers minimum of four or true or false (Highlight Correct answer)</p> <p>EPO#2: etc.</p>

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Classroom Requirements	<p>List all the items that will be needed in the classroom to accomplish the training.</p> <ul style="list-style-type: none"> ● Computer ● Projector ● Projector Screen ● Training aids ● Handouts/Book/etc. ● Access to Internet
Hands on and Practical Exercise Requirements	<p>List all the required items needed for any hands-on or practical exercises:</p> <ul style="list-style-type: none"> ● Training aids ● Specific equipment ● Specific Training space/area ● Etc.
Instructor Materials/Resources	<p>List all the required items needed for the course instructor to be able to teach the course.</p> <ul style="list-style-type: none"> ● Lesson Plan ● Instructor Guide ● Presentation ● Etc.

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Student Materials/Resources	<p>List all the required items needed for students to have to complete the course. Also details if they need to bring the items or whether they are provided.</p> <ul style="list-style-type: none"> • Specific book/manual • Note taking material. • Specific equipment • Etc.
Instructor Special Requirements	<p>List all the certifications and requirements for the instructor to be qualified to teach the course.</p> <ul style="list-style-type: none"> • Examples • Certified EOD Technician • Graduate of LEAITP • Graduate of specific course • Specific Instructor certification
Student Special Requirements:	<p>List all the special requirements that the students must have before being able to attend the course.</p> <ul style="list-style-type: none"> • Pre course completion/certification • Specific Job certification • Specific training or experience • Etc.
Role Players	<p>List the requirements for any role players that are not provided and must be provided by the students' organization to complete the training.</p>

Curriculum Development and Review Team

The section must be completed and document all the historical changes that have been made to the course. An example of the information and historical tracking are below:

Developed by:
Jimmy Windex
Physical Security Specialist

Date
Jan 2022

Revised by:
Ruth Myers
MS Education
SVS Countermeasures Training

Date
March 2022

Summary of Revisions: Updated content and add all the SOW Performance Standards

Revised by:
Bill North
Director of Counter IED Training and Technologies
Training program manager

Date
Oct 2022

Summary of Revisions:

1. Added test questions to lesson plan
2. Updated test question

Oct 2022
Dec 2022

Reviewed by:
Bob Jones
Director of Training

Date
Dec 2022

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OUTLINE OF INSTRUCTION

INTRODUCTION

RAPPORT AND OPENING STATEMENT

Example: Security Officers utilize Xray machines in their everyday screening at federal courthouse entry points. Learning the proper use and operations of this tool and being able to identify various threats enhances the safety of the facility occupants.

LESSON PLAN OVERVIEW

1. Terminal Learning Objective (TLO).

The student will be able: Comes directly from previous TLO.

2. Enabling Performance Objectives or Enabling Learning Objectives

- EPO #1: Identify a Knife threat in an X-Ray image.
- EPO #2: Identify a Handgun threat in an X-Ray image.
- EPO #3:
- **List all of them.**

PRESENTATION

This section will be broken down by EPO/ELO and detail how the instructor will present the information to the students.

Example:

1. EPO #1: Identify a knife threat in an Xray machine

The instructor will cover x-ray images with the students and elaborate key identification elements:

1. The student's familiarization with knives and edged weapons in all their configurations
2. The student's ability to identify a knife threat in an Xray machine image by detailing how an Xray responds to various metals or non-metals.

2. EPO #2: etc.

LAB EXERCISE

This section will detail how the instructor will conduct any practical exercise or hands-on training with the students. All hands on and practical exercises must have a checklist for the students with a sign off for the instructor that they have passed or failed the training if being used to certify the student's vs testing.

Example:

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Students will conduct hands-on training with the x-ray system and all the different kinds of threat during the X-RAY/WTMD/HHMD Lab and the X-Ray/WTMD/HHMD OEP Practical exercise.

INSTRUCTOR SLIDE GUIDE:

This section must be completed and match the notes section of the Power Point Presentation for the course. This will detail what the instructor is required to cover on each slide.

Example:

Slide 1:

Instructor opening statement and introduction: Instructor will introduce themselves and the subject of the course and will detail the students their qualifications and experience as a SME on the course material.

Slide 2:

The instructor will have a student read the Terminal Learning Objective for the course and provide more detail about the TLO.

Slide 3:

The instructor will have a different student read each ELO/EPO for the courses and give more information about what they will be learning for each subject.

Slide 4:

The instructor will

Slide 5:

The instructor will

SUMMARY CLOSING STATEMENT

X-Ray Interpretation is not easy and the only way to get better at it is to expose yourself to threats. Use the simulator on the machine to train any chance you can get.

REVIEW LEARNING OBJECTIVES

You will list all the learning objectives that have been covered and detail what the students have learned during the training.

- EPO #1: Identify a Knife threat in an X-Ray image.
- EPO #2: etc.

QUESTIONS

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The instructor will allow for any questions that the students might have at the end of the course and address them.

CRITIQUE OF COURSE

The instructor will provide the student with a critique sheet for the course that will be filled out by each student. These critiques will be maintained by the teaching organization and reviewed to track instructor performance and student feedback.

The critique must cover the following:

Student

1. Was the material relevant to my job?
2. Was the course presented in a professional manner?
3. Was the training material easy to follow and understand?
4. Did the course improve my ability to do my job?
5. Were the testing and hands on effective and professionally delivered?
6. What changes would you recommend for this course?

Instructor

1. Did the instructor maintain a professional behavior and positive environment?
2. Did the instructor know the material?
3. Did the instructor answer all questions effectively?
4. Was the instructor easy to understand?

Scoring can be done with YES or NO and on a scale of one to five.

1. Outstanding
2. Excellent
3. Above Average
4. Average
5. Below Average

ATTACHMENTS

This section will list all the attachments to the course.

Examples:

- Critique sheets
- Practical exercise students check off sheets.
- Etc.