Teaching Excellence in Adult Literacy (TEAL): Effective Lesson Planning Online Course

Planning is critical in identifying appropriate steps to help one effectively reach a goal. Lesson plans help instructors set learning objectives and they provide a road map by which instructors can organize content, materials, time, instructional strategies, and assistance in the classroom. They also represent a way to communicate to learners what they will learn and how they will be assessed. In this course, you will learn some techniques to make the most of your planning time and maximize collaboration with your peers. By the end of the course, you will be able to

- Identify steps of the lesson plan cycle, with an emphasis on backward design
- Use the TEAL Online Lesson Planner to create lesson plans

Course Sections

Let’s get started

- **Forum**: What are some lesson planning strategies that are successful for you?
- **Journal**: Rate your knowledge: What do you know about effective lesson planning?
- **Reading**: Face-to-face learning vs. online learning

What is lesson planning?

- **Readings and Presentation**: General background
- **Wiki**: Pros and cons—A one-minute freewrite!

Effective lesson planning: Let’s put it in context

- **Polls**: Planning time; time for writing or time to do math
- **Writing**: Presentation: Combining sentences
- **Math**: Presentation: Assisting with misconceptions
- **Rubrics**: Readings

Assignments: Choose one

- Build a lesson in the TEAL Online Lesson Planner
- The Lesson Planning Model
- Writing objectives: As easy as ABCD

Discussion

- **Presentation**: A Model for Collaboration
- **Wiki**: What does your Professional Learning Community (PLC) do for you?

Reflection

- **Journal**: Set a personal teaching goal for creating effective lesson plans

Course Format: Facilitated, asynchronous, online

Estimated Completion Time: Approximately 2 hours per week; 6 hours total

Expectations of Course Participants: Participants are expected to read and post at least once in each of the course discussion forums; submit the required journal activities; watch recorded presentations; read the background readings and resource pages of the course; set a goal for their professional growth; and complete assignments and the final evaluation. Participants must successfully complete course requirements to receive a certificate of completion.

Contact your LINCS RPDC Director to inquire about TEAL training.

For more information: [http://lincs.ed.gov/lincs/regionalresources/regional_centers.html](http://lincs.ed.gov/lincs/regionalresources/regional_centers.html)