

Lesson Plan 19: Action Planning

**35 minutes total**

Lesson Description



In this lesson, participants will create an action plan. This helps them set goals to become better trainers and life-long learners.

Learning Outcomes



At the end of this session participants will be able to:

1. Create an action plan.

Materials



- Flip chart paper
- Markers
- Tape
- Action Plan Template* (See lesson plan)

Preparation



- Read and prepare lesson plan
- Write the learning outcomes on the flip chart
- Write *Action Plan Example Goal* (see end of lesson) on flip chart paper
- Print *Action Plan Template* (1 for every participant)

Introduction

5 minutes

1. As a large group, ask participants to imagine they are leading a workshop and are almost finished. Ask them: "Why would you want participants to leave the workshop with an action plan?" *The purpose of the workshop is to give people new knowledge and skills to use in their lives. By creating an action plan, participants will leave with a clear idea of how to put their new learning into practice.*
2. Tell the participants they will create an action plan.
3. Present the learning outcomes or lesson description.

Action Planning**20 minutes**

1. In pairs, ask the participants to discuss: "Why is continuous learning important for trainers?" *Continuous learning is important to ensure that our skills are up to date and that we are passing on accurate information to participants. The more we learn, the better we are as trainers and the more opportunities we have.*
2. In pairs, ask participants to discuss: "What skills would you like to develop to become a better trainer?"
3. Explain to participants that they will set 3 goals to work toward the skills they have identified.
4. Ask the participants: "Why is 3 a good number of goals?" *3 is a manageable number; more than 3 may overwhelm someone. It is easier to see results when we focus on a limited number of goals.*
5. Explain that goals are broken into 3 parts
 - What you will do
 - Why it is important
 - How you are going to do it
6. Post the *Action Plan Example Goal* on the flip chart.
7. Hand out a copy of the *Action Plan Template* to each participant and ask them to fill it in. Remind participants to be specific about their goals.
8. Ask the participants: "How will you use this action plan?" *Review it before going into training; share it with co-trainers so they can help you.*
9. Tell participants when they have accomplished a goal they can create a new one.

Review**10 minutes**

1. Divide the participants into groups of 3 and ask them to share their action plans with each other.

Reflections on Lesson

Action Plan Example Goal

I will... practice responding to participants effectively when they give me an incorrect answer.

Because... if I do not respond effectively: participants may think their answer is correct, may feel bad because they gave the wrong answer, or may not want to participate.

My strategy to implement this action is... to practice with other trainers before a workshop; review my notes on how to respond to incorrect answers; watch how other co-trainers respond to participants; and have other co-trainers observe my training and provide feedback on how I respond to participants.

Trainer Action Plan

Name:

Date:

To improve my effectiveness as a trainer:

1. I will...

because...

My strategy to implement this action is...

2. I will...

because...

My strategy to implement this action is...

3. I will...

because...

My strategy to implement this action is...

Signature: _____

