##  Lesson Plan: Describing and Ordering Topics

**Lesson Description**



In this lesson participants identify the different topics for their workshop, develop descriptions for each topic, and order the topics in a logical flow.

**Learning Outcomes**



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

1. Identify the topics for their workshop.
2. Determine key content for each topic.
3. Order the topics in a logical flow.

**Materials**



* Flip chart paper
* Markers
* Tape
* Large Diagram of the ADDIE model – introduced in the lesson on instructional design
* Theory of Change created in previous lesson
* CEWT Workbook – 1 per participant
* Theme music and speakers
* CEWT Hats
* Coloured paper
* Optional: Participants’ Nametags created using the template in the workshop introduction
* Optional: Computer
* Optional: Projector
* Optional: Software such as Trello where topics and descriptions can be recorded. Note the an internet connection is required to use Trello.

**Preparation**



* Read and prepare lesson plan
* Post cards with workshop topics somewhere visible
* Optional: Write the lesson description or learning outcomes on flipchart paper

**Introduction 5 minutes**



1. Explain to participants that now that we have confirmed their target participant profile, goal and Theory of Change we can start to identify the topics in their lesson plan.
2. Present the lesson description or learning outcomes.
3. Ask the participants: “How can we identify the topics for our workshop?” Record their ideas.

**Order the Topics 15 minutes**



1. Explain that the learning section of the Theory of Change can help us to define what the topics for our workshop. Explain that we have now moved from the Analyze to the Design stage of the ADDIE model.
2. Review the list of learnings in the Theory of Change.
3. Ask the participants if they can see ways that the learnings can be grouped into topics. Invite them to come to the front of the room and move the learnings into groups.
4. When participants have agreed on the groups ask them to give each group a title. Record and post the titles on coloured pieces of paper (all topic names should be in the same colour).
5. Tell participants that they are going to create an initial sequence or flow of topics. They should not be too concerned about achieving the exact sequence at this time since it will continue to change.
6. Invite participants to come to the front of the room and order the topic from beginning to end of the workshop. Tell them that this is an initial list and it will be updated multiple times in the course of our work, so it is not necessary to spend a lot of time on the order at this point.

**Create Descriptions 30 min – 1 hour**



1. Tell participants that you need someone to help record ideas. Provide the volunteer with several pieces of paper and a marker.

Optional: If you have access to internet and the participants are comfortable with technology –and have easy access to it- consider using a software like Trello to record the topics and descriptions.

1. Tell participants that they are going to develop descriptions for each of the lessons. The descriptions should be a rough idea of what each lesson well cover.
2. Go through each lesson one by one. Ask participants to share their ideas of what needs to be in the lesson. Once the large group has agreed ask the person recording to write down the description of the lesson and post it beside the topic.
3. If your group is large, you may want to divide participants into small groups. You can give each group several topics and ask them to develop an initial draft of the description to share with the full group. Be sure to do one example of a description as a full group before asking participants to work in small groups.
4. Once you complete the description of each topic, ask participants if they would like to reorder any of the lesson plans. Reorder as required, and tell participants they will continue to change the order throughout the workshop development process.

**Review 10 minutes**



1. Turn on the theme music for the workshop and ask participants to put on their “Hat”.
2. Ask participants “What stage of the ADDIE model were we working on?” *Design.*
3. Add the steps “Ordering and sequencing topics” under “Design” on the flipchart of the ADDIE model.
4. In their CEWT Workbooks, in the Design section, the subsection “Describe and order topics” answer the following questions:
5. Describe the process used to order the topics and develop descriptions.
6. What would you do differently next time to make this easier?

**Reflections on Lesson**