

Theme-Based Training Template

Use this template to create a one to one-and-a-half hour public computer class with no more than 20 participants.

Theme:

Objectives:

Prerequisites: (Consider what Internet, mouse, and typing skills that you expect.)

Number of students: _____ **Length:** _____

The materials I will create for the instructor and students include:

	PowerPoint to present in class
	Instructors teaching notes
	PowerPoint printed as handout for students
	Exercises
	Cheat sheet/ How To/Checklist
	Articles
	Glossary
	Bibliography
	Webliography (list of annotated websites) The webliography can be provided by instructor as a Word document and printed for students on paper AND converted to HTML and put on a disk or on the web for use in class and beyond.)
	Disk of computer files
	Other

- OVER -

Class Plan

1. Introduce: (self, class, material, length of class)

Let participants each say their name out loud. Consider asking a question that requires a short answer as they go around the room to say their name. Maybe ask them their favorite website on your theme.

The question I will ask people to answer during introductions is:

2. The mini-needs assessment questions I want to ask at the beginning of the training are:

3. The websites I plan to include are:

a.

b.

c.

d.

e.

f.

g.

h.

i.

j.

4. Library resources to include:

5. Exercises/handouts to support my objectives:

Class Outline

Use this part of the template to give a step-by-step explanation of how the course will go. It's easier to think of the course in sections rather than as a whole. If your class is one hour long, then the first section will be 15 minutes. If the class is an hour and a half, the first section will be about 22 minutes.

Section One

Introductions
Mini-needs assessment
Main points to cover:

Exercise:

Handout

Section Two

Main points to cover:

Exercise:

Handout:

Section Three

Main points to cover:

Exercise:

Handout:

Section Four

Main points to cover:

Exercise:

Follow up learning activities to share:
Other library resources on your theme:
Evaluation: