Training & Instructional Design

Creating a Lesson Plan
Creating a Lesson Plan
Learning Objectives

- Write measurable objectives for a training program
- Write learning objectives that use Blooms Taxonomy to classify learning from the simplest to the most complex
- Write learning objectives that are tied to needs analysis
- Select appropriate activities for training objectives
- Construct a lesson plan using appropriate instructional approaches tied to the needs analysis
Why Write Lesson Plans

Lesson Planning

- Core skill for trainers
- Aids in organization and delivery of lessons
- Guide for managing the learning environment
- Leads to more creative lessons

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Anatomy of a Lesson Plan

Step 1
• Unit topic
• Content

Step 2
• Instructional goals
• Learning objectives
• Materials

Step 3
• Instructional procedures
• Evaluation procedures

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Writing Learning Objectives

Objectives are:

- Statements which describe what the learner is expected to do after instruction
- Specific, observable, and measurable learning outcomes
Objectives Versus Goals

**Goal**
- Broad, generalized statement about what students will gain from instruction over an entire course or curriculum

**Objective**
- Specific statement describing what the learner will know or be able to do as a result of engaging in a learning activity

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Examples of Objectives & Goals

Goal

Students will learn how to write lesson plans

Objective

Students will be able to write measurable objectives for a training program

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Purpose of Objectives

By knowing where you intend to go, you increase the chances of you and the learner ending up there.

Guides the teacher relative to the planning of instruction, delivery of instruction and evaluation of student achievement.

Guides the learner; helps him/her focus and set priorities.

Allows for analysis in terms of the levels of teaching and learning.

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Anatomy of an Objective

• A well-written objective statement provides a clear picture of the outcome or performance expected as a result of the lesson

• It should be specific, concise, and measurable
Anatomy of an Objective (cont.)

**Behavior**

The behavior should be specific and observable

**Condition**

The conditions under which the behavior is to be completed should be stated, including what tools or assistance is to be provided

**Standard**

The level of performance that is desirable should be stated, including an acceptable range of answers that are allowable as correct

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Objective Example

Consider the following objective:

- Given a normal clinical environment and using the new EHR, intake staff will be able to accurately create an electronic chart for all new patients.
- This example describes the observable behavior (create electronic chart), the conditions (clinical environment and the new EHR), and the standard (all new patients).
Measureable Verbs

Evaluation: Ability to judge the value of learned material
Synthesis: Ability to put parts together to form a new whole
Analysis: Ability to break down material into its component parts
Application: Ability to use learned material in new situations
Comprehension: Ability to grasp the meaning of material
Knowledge: Remembering of previously learned material
Measureable Verbs (cont.)

Level 1: Recall
- Knowledge
- Comprehension

Level 2: Interpretation
- Application
- Analysis

Level 3: Problem-Solving
- Synthesis
- Evaluation

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Recall Verbs

Knowledge: Remembering of previously learned material
- defines, describes, identifies, knows, labels, lists, matches, names, outlines, recalls, recognizes, reproduces, selects, states

Comprehension: Ability to grasp the meaning of material
- converts, defends, distinguishes, estimates, explains, extends, generalizes, gives an example, infers, interprets, paraphrases, predicts, rewrites, summarizes, translates

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Sample Objective

Recall

After attending HIPAA workshop, the student will state the policy on patient confidentiality.
Interpretation Verbs

Application: Ability to use learned material in new situations
- applies, changes, computes, constructs, demonstrates, discovers, manipulates, modifies, operates, predicts, prepares, produces, relates, shows, solves, uses

Analysis: Ability to break down material into its component parts
- analyzes, compares, contrasts, diagrams, deconstructs, differentiates, distinguishes, identifies, illustrates, infers, outlines, relates, selects, separates

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Sample Objective

Interpretation

After attending HIPAA workshop, the student will demonstrate how to position computer monitors to protect patient information in a public setting.
Problem-Solving Verbs

Synthesis: Ability to put parts together to form a new whole
- categorizes, combines, compiles, composes, creates, devises, designs, explains, generates, modifies, organizes, plans, rearranges, reconstructs, relates, reorganizes, revises, rewrites, summarizes, tells, writes

Evaluation: Ability to judge the value of learned material
- appraises, compares, concludes, contrasts, criticizes, critiques, defends, describes, discriminates, evaluates, explains, interprets, justifies, relates, summarizes, supports

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Sample Objective

Problem-Solving

After attending the new EHR training, the student will modify procedures to accommodate a patient without insurance.
Non-Functional Verbs

These verbs are non-specific & non-measurable

- Able to
- Shows interest in
- Has knowledge of
- Capable of
- Learns
- Memorizes
- Conscious of
- Understands
- Familiar with

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Objective Checklist

- Does the objective focus on student performance? ✔
- Is the task measurable or observable? ✔
- What criteria will I use to establish that the objective has been reached? ✔
Needs Analysis Checklist

- Organizational analysis ✔
- Learner analysis ✔
- Job & task analysis ✔
- Instructional analysis ✔
EHR Intake Task Analysis

### Collect Patient Information
- Collect patient demographics
- Collect insurance information
- Select third-party provider, plan, and group
- Identify primary policy holder

### Verify Patient Insurance
- Verify insurance enrollment
- Check for patient co-pays
- Notify patient of amount due at first visit

### Schedule Appointment
- Select care provider
- Select location
- Select date and time
- Validate appointment confirmation

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Other EHR Intake Skills

If training staff to work in the emergency room

- Are there special protocols for when there is an emergency and the triage is flooded with new patients?

How do HIPAA privacy and confidentiality affect the patient registration process?

- Communicating with the patient in a public setting
- Computer screen orientation
- Logging out when leaving the computer terminal
EHR Intake Learning Objectives

By the end of this lesson intake personnel will be able to:

• Recall the steps of the intake process
• Assist patients who have incomplete information
• Resolve any potential complications adequately
• Select the appropriate registration protocol given the intake environment
• Apply HIPAA regulations to the registration process
Instructional Materials

Create a materials list

- PowerPoint presentation
- Handouts and/or textbooks
- Visual aids
- A/V equipment
- Computers & software
- Additional personnel
Instructional Procedures: Overview

- **Introduction**: Focusing Event
- **Development**: Modeling/Explanation Demonstration
- **Practice**: Guided/Monitored Activity
- **Independent Practice**: Assignments to Measure Progress
- **Checking For Understanding**: Assessment/Feedback
- **Closure**: Wrapping it up

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Instructional Procedures

Introduction: Focusing Event
- Introduce the objectives of this lesson
- Set up expectation for the learners

Development: Modeling/Explanation Demonstration
- Lecture
- Small or whole group discussions
- Demonstrations

Practice: Guided/Monitored Activity
- Observe, listen, read
- Problem sets
- Practice on actual tools

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## Instructional Procedures (cont.)

### Independent Practice: Assignments to Measure Progress
- Independent practice
- Role-play/simulations
- Other cooperative activities

### Checking For Understanding: Assessment/Feedback
- Quizzes
- Formal exams
- Workplace performance

### Closure: Wrapping it Up
- Assign homework
- Introduce next topic
- Plan for follow-up

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## Example Lesson Plan

<table>
<thead>
<tr>
<th>Objective</th>
<th>Materials</th>
<th>Procedures</th>
<th>Time</th>
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</table>
| Recall the steps of the intake process. | • PowerPoint presentation  
• Handout of intake workflow for a specific clinic | • Introduction to Intake process and why patient confidentiality is important  
• Lecture presentation  
• Distribute a self-test quiz to test knowledge of step | 15 minutes |
| Apply HIPAA regulations to the registration process. | • Video of patient registration process in busy clinic  
• Flip board and markers | • Divide students into small groups and ask them identify methods and procedures to ensure patient privacy | 30 minutes |

Table 1.1

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Creating a Lesson Plan

Summary

• Develop lesson plans, but be flexible to enough to adapt to changes as they occur
• Respond to them and use to use them to your learners benefit
Creating a Lesson Plan

References


Charts, Tables, & Figures:
1.1 Table: Zimmerman, J. (2010). Example lesson plan. Department of Biomedical Informatics, Columbia University Medical Center, New York, NY.