

**Example Learning Outline**

# Unit 1 - Leader introduces this module

## Estimated time

[#] minutes.

## Materials required

- [list resources/manuals/materials required]

## Learning objectives...

- [list learning objectives]

# Welcome

## Welcome

**Review** module objectives:

- [?]
- [?]

## Housekeeping

**Discuss** administrative details such as:

- start/finish times, breaks
- facilities (lunch room, toilets, telephones, etc.)
- travel, parking, evacuation, refreshments
- arrangements for phone calls and messages etc.

# Module introduction

## Expectations

Ask participants what they hope to gain from this module

**Discuss** the responses...

**Point out** that some expectations may not be covered in this module. Some activities and expectations will be covered in other modules/courses, or by their manager in their workplace.

## Materials

**Distribute** the participants' materials and workbooks.

**Describe** the purpose of the materials and workbook and explain how they will be used.

## Summary

**Summarize** and briefly discuss the units covered in this module:

- [?]
- [?]
- [?]
- [?]

## Explanation

**Explain** that during the module, participants will be asked to complete activities designed to check their understanding, such as:

- readings

- discussions
- demonstrations
- exercises
- role-plays
- case studies
- quizzes

**Discuss** requirements for completing these activities.

**Assessment**

**Explain** the assessment process and criteria:

- [list assessment criteria]

**Conclusion**

**Ask** if there are any questions before moving on.

# Icebreaker

**Introduction**

**Conduct** an icebreaker activity that will allow you and the participants to 'break the ice', settle in and get to know one another.

**Estimated time**

[#] minutes.

**Materials required**

- [list resources/manuals/materials required]

**Objectives**

The objectives of this icebreaker are to:

- [?]
- [?]

**Activity**

Follow the instructions below.

Step	Action	Example
1		
2		
3		
4		
5		
6		
7		

**Outcomes / Results**

[?]

# Unit x - Unit title

## Estimated time

[#] minutes.

## Materials required

- [list resources/manuals/materials required]

## Learning objectives...

- [list learning objectives]

# Topic title

## Reading

Read [document title], sections:

- from [section title]
- to [section title]

## Discussion

Discuss the following key points with [?]:

- [ideas, issues, scenarios, known problem areas]
- [?]
- [?]
- [?]

## Slide

Display and review slide / presentation / screenshow.



## Brainstorming

Brainstorm answers to these focus questions.

- [focus question]
- [focus question]

Extra questions.

- [focus question]
- [focus question]

Discuss the responses, which may include:

- [?]
- [?]
- [?]

## Demonstration

Leader demonstrates [?].

During the demonstration, take particular notice of:

- [?]
- [?]
- [?]

Step	Action	Result / Example
1		
2		
3		
4		
5		
6		
7		
8		
9		

**Break**

Break for [morning tea/lunch/afternoon tea]  
[?] minutes

## Role-play x.x

**Estimated time**

[#] minutes.

**Materials required**

- [list resources/manuals/materials required]

**Scenario**

[brief description of the scenario]

**Role [?]**

[describe the role]

**Role [?]**

[describe the role]

**Evaluation**

When the role-play has been completed, participants need to complete either a self-evaluation or an observer evaluation.

The purpose of the evaluations is to help the participants:

- analyse performances, including their own
- receive and discuss feedback

## Role-play self-evaluation

**Review**

Review your own preparation and performance.

No	Question	Low	Med	High
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No	Question	Low	Med	High
1	[question]			
2	[question]			
3	[question]			
4	[question]			
5	[question]			

**Record**

Record two things you could improve.

No.	Role-play improvements
1	
2	

**Role-play observer evaluation**

**Observer evaluation**

After observing the role-play, complete the following evaluation and discuss your answers together.

No	Question	Low	Med	High
1	[question]			
2	[question]			
3	[question]			
4	[question]			
5	[question]			

**Possible improvements**

Record two things the participants involved in the role-play could improve.

No.	Role-play improvements
1	
2	

**Case study x.x**

**Estimated time**

[#] minutes.

**Materials required**

- [list resources/manuals/materials required]

**Discussion**

Discuss the your answers with the group. You must give reasons for your answers.  
Your answers should match the acceptable solutions or the leader should agree with your reasoning.  
You have [#] minutes to complete this case study.

**Case study**

[describe case study here]

**Question [#]**

[question]

Your answer:

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Your reasoning:

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## Practical exercise x.x

**Estimated time**

[#] minutes.

**Materials required**

- [list resources/manuals/materials required]

**Time allocated**

You have [#] minutes to complete this exercise.  
When finished, [?].

**Practical exercise**

Let's practice [?].

- [what do they need to do in this exercise?]
- 

## Unit summary

**Summary of key points**

- [revise the key points in this unit]
- [?]
- [?]

# Unit x - Quiz

## Unit quiz

- Complete this quiz [individually] / [in teams]
- [do] / [do not] refer to the training reference materials
- [do] / [do not] discuss answers with other participants

## Time allocated

Participants have [?] minutes to complete the following questions.

## Materials required

- [list resources/manuals/materials required]

## Question [#]

([#] marks)

Circle the correct answer(s).

[insert question here]

- A. [answer]
- B. [answer]
- C. [answer]
- D. [answer]
- E. [answer]

## Question [#]

([#] marks)

Complete the following list.

List [?].

- [sample list item]
- [sample list item]
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Question [#]

([#] marks)

Fill in the missing words...

[statement]

## Question [#]

([#] marks)

[question]

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**Question [#]**

([#] marks)

[question]

True

False

**Completion**

When finished, [?].

# Unit x - Leader concludes this module

## Estimated time

[#] minutes.

## Conclusion

**Discuss** administrative details such as:

- formal assessment process
- assessment results
- certificates / qualifications in recognition of completing this module
- where to obtain support once back on the job

## Evaluation

Ask participants to complete a module evaluation.

Explain that their honest responses will help to enhance and improve the module.

## Thank you and goodbye

**Congratulate** participants for the completion of the module and **thank** them for their participation.