

CLC Planning Document

Title:

Proposal Description:

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Session X Title:

Objective	What will your participants learn?
Resources	What will you or your participants need for this lesson?
Date/Time	If unknown, write 'TBD'
Location	If unknown, write 'TBD'
Total hours for Session 1:	Please add the total number of hours for this session (see Learn It, Do It, Think About It activities below).
Evidence for Portfolio	How will participants demonstrate mastery? Detail the items each participant will add to their portfolio.

Learn It (in class)	Do It (at work)	Think About It (at home)
<p>Tasks:</p> <p>What is your agenda for the class?</p> <p>What will participants be doing?</p> <p>How are they learning? Watch a video? Listen to an explanation? A collaborative task? Game? Worksheet.</p>	<p>Activities:</p> <p>What activities will your participants be doing in their workplace to practice their new learning? What evidence do they need to provide?</p>	<p>Summarize your learning:</p> <p>What was the impact of your learning (positive or negative):</p> <p>How will participants document their reflections? Journal? Self reflection video?</p>
Time: How long will this take?	Time: How long will this take?	Time: How long will this take?

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(Duplicate planning sheet for each session)