Effective Planning for Instruction
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I. Why is planning important?
   a. Instruction is meant for participant learning
   b. Determine what participants should know and be able to do
   c. Planning considers participant’s disposition, willingness, and engagement

II. Factors that impact planning
   a. Equipment
   b. Facilities
   c. Weather
   d. number of students
   e. skill level, time

III. Different levels of planning
   a. A yearly plan (e.g. year, semester, season)
   b. Themes (e.g. skills, concepts)
   c. Units (e.g. sport, type of sport)
   d. Daily (lesson, session, practice)

IV. Components of daily planning
   a. Introduction
      i. What are we doing today?
      ii. Why are we doing this today?
      iii. How are we going to get there? How will we know when we have arrived?
   b. Body (i.e. content development)
      i. Informing Task
      ii. Extending Task
      iii. Refining Task
      iv. Applying Task
   c. Closure
      i. Review
      ii. Recognize individual and group performances
      iii. Preview the next session

V. Communicating With Students
   a. Providing an effective demonstration
   b. Organizing for activity
   c. Active supervision
   d. Checking for understanding

VI. Teaching and Coaching Tips
   a. K.I.S.S. principle
   b. Content knowledge
   c. Context knowledge (i.e. students, environment)
   d. Multiple modes of instruction

VII. Questions?