PREPARATION

Step Number One

List Needs
PREPARATION

Step Number Two

Assess Your Audience

K - Knowledge

I - Interest

L - Language

I - Influence
PREPARATION

Step Number Three

Decide Your Aim

**KNOW** - Cognitive Domain

**FEEL** - Affective Domain

**DO** - Psychomotor Domain
PREPARATION

Step Number Four

Plan Your Approach

A. How to Gain Attention
   1. Outline an incident.
   2. Ask for a show of hands.
   3. Ask a question.
   4. Make a promise.
   5. Get them laughing.
   6. Piggyback introduction.
   7. Make a provocative statement.
   8. Use an unusual statistic.
   9. Use a visual aid or prop.

B. Introduce the Lesson

C. Transition to Main Content
PREPARATION

Step Number Five

Plan Lesson Development

A. Make a Brief Outline
   1. Mind Mapping
   2. Scan Plan
   3. Other

B. Consider = CPR
   1. Content
   2. Participation
   3. Review

C. Don't Forget = CIA
   1. Control
   2. Inclusion
   3. Affection
PREPARATION

Step Number Six

Plan Lesson Application

1. How do you make it personal?

   a. WII - FM = What’s in it for me?

   b. MMFI - AM = Make me feel important about myself

2. How do you put it to work?
PREPARATION

Step Number Seven

Plan Carryover Activity

for the Following Session

A. Immediately

B. Next

C. 30/60/90
PREPARATION

Step Number Eight

Gather the Materials

and Prepare the Room

A. Time
   1. Pre-training
   2. Post-training

B. Room Arrangement - Pros & Cons
   1. Rounds
   2. Tables
   3. U-Shape
   4. Other