



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

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# Teaching Tips

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Teach to make a difference. Teach so that impact may occur. This should make sense and be what we continuously strive for, especially as we finalize writing success stories for the upcoming fiscal year end. How do you teach to produce impact? The best way to teach a lesson, especially to trigger impact, is to first prepare a lesson plan. Preparing a lesson plan with learning objectives will enable you to ensure you are teaching what you intend to teach. You may also share your learning objectives with Extension participants at the beginning of your session rather than just saying, "Today I'm going to talk about X, Y, and Z." Instead say, "At the end of this session, you will be able to explain X, apply skills of Y to use in your home/business/farm, and simulate Z," for example. Attached is the lesson plan or "Presentation Plan" Program & Staff Development shares with new agents to assist them in developing lesson plans for their target audiences. Feel free to use this lesson plan to help you organize your teaching sessions to state learning objectives, include your content, and plan your review and evaluation of your session whether that be immediately after the session ends or as a follow up survey to send out sometime after your session, or both.

Planning your lesson using a lesson plan, including the learning objectives, content and evaluation, will help you prepare to teach so that impact – and your intended outcomes of the training - will occur. Plan your teaching so that impact may occur.

If you need any assistance with lesson planning, measuring impact (evaluation) or anything in between, please don't hesitate to contact me, Ken Jones, or Pam Sigler.

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# Presentation Plan

Topic/Plan of Work:

Content:

*Subject matter/ key terms*

Target audience:

Goals:

*Outcome*

Objectives:

Performance, behavior

Specific

Measurable

Achievable

Realistic

Time

Materials and equipment

Introduction:

*Focus on goal and objective*

Development or Key Point:

*Explanation or demonstration*



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Practice/Independent Practice

Accommodations

Check for understanding:

Assessment and feedback

Closure:

*Wrap up*

Evaluation:

*Measure progress*

Reflection:

*Complete after lesson with strengths and weakness, needs, thoughts to improve*