# Course Planning Template

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| **Dates/** **Lesson #** | **Topics to be Covered** | **Key Intended Outcomes** | **Teaching Activities Planned** | **Learning Activities Planned** | **Materials/Tools Required** | **Prep/Actions Required** |
| **EXAMPLE**September 12th Lesson #3 | - Intro to reflective practice (RP)- Review RP techniques | - Learners should be able to define RP in their own words- Learners should be able to identify at least 3 RP techniques and articulate how to apply at least 2 of them to their own context | - PowerPoint slides and presentation - Facilitated/guided discussion - Provide a worksheet/one page summary handout | - Small group discussions (with set of questions and topics) | - Zoom pro license (breakout rooms needed)- Synchronous delivery planned for this lesson | - Finalize PowerPoint slides- Put participants into breakout room groupings - Get co-facilitator to edit worksheet/ summary draft |
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