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Emergency Communications Center


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9-1-1 FIRE
POLICE
MEDICAL



Scotty A. Douglass
General Manager

**COMMUNICATIONS OPERATIONS
TRAINING POLICY/PROCEDURE**

Policy No. 8025	Date Issued:	August 1, 2003
Section: 8000 – Index and General Topics	Date Revised:	March 11, 2009
Accreditation Standards: CALEA 5.1.4		
SUBJECT: LESSON PLANS		
APPROVED:  Scotty A. Douglass, General Manager		

1.0 Intent

Written lesson plans will ensure that all training courses are focused and organized. A written lesson plan will clarify the reason for the training course and set relevant performance objectives. The exercise of preparing a written lesson plan will help course instructors relate the training course to critical job tasks and match appropriate instructional techniques to the course content.

2.0 Requirement

A written lesson plan is required for all training courses provided by the Authority's Training Unit. Ideally, the Instructor responsible for the training course will prepare the lesson plan but the Support Services Manager is responsible for ensuring the lesson plan is prepared.

The lesson plan must, at a minimum, specify:

- a) performance and job-related objectives;
- b) minimum course content;
- c) appropriate instructional techniques;
- d) testing procedures.

3.0 Approval

Lesson plans will be reviewed and approved by the Support Services Manager.