



DATE & DAY	: 5th June, 2021 (Saturday)
ORGANISED BY	: COE, CBSE, Noida
THEME	: ESSENTIALS OF A LESSON PLAN
RESOURCE PERSON	: MR. RAJIV MOHAN PANDEY (EDUCATOR)
ATTENDED BY	: ANIL KUMAR TIWARI

Webinar report on topic " **ESSENTIALS OF A LESSON PLAN**" organised by CBSE Noida by resource person **Mr. Rajiv Mohan Pandey** focusses on following main points-

General information

School, result, date, class, lesson, topic and duration of class

Learning Objectives

Remembering, understanding, applying analysing and evaluating

Prerequisites

The learners should have knowledge of the concept and process of communication.

Introduction of topic

- the teacher initiates the topic
- Next, using a PPT, the teacher will introduce the concept of communication and discuss the broad areas of communication

Topics to be covered

- barriers to effective Communications
- psychological videos
- personal barriers
- organisational barriers

Improving communication effectiveness

- clarify ideas before communication
- communication according to needs of the receiver
- consult others before communicating

- be aware of language, tone and content of the message
- convey things of value and help to listeners
- ensure proper feedback
- Communicate for present as well as the future
- follow up communications
- be good listeners

Learning strategies

- to meet the objectives of the lesson.
- to make their groups
- the groups will be asked to present their role plays
- The groups will then be asked to suggest specific ways of removing individual barriers

Suggested assessment activities

- worksheet to revise the given topics with
- fill in the blanks
- MCQs,
- true and false
- questions will be asked for quick testing

Remediation and review

Once the worksheet are reviewed, if the teacher feel that a particular barrier is not clear to the students, it may be revisited.

Home assignment

- textbook questions
- relevant case studies
- questions from last five year board exam papers

Really, it was totally knowledgeable session as it reflects the importance of **essentials of a lesson plan** in teaching- learning process, which will be beneficial for teachers in imparting systematic knowledge to students.

Report presented by

ANIL KUMAR TIWARI