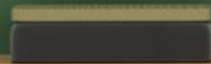


2019 NATIONAL LEADERSHIP CONFERENCE

MAKING A SCHEDULE & A LESSON PLAN

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Outline

- Introduction
- Making a schedule
- Preparing a lesson plan
- Conclusion

What is a schedule/Program?

It is a sequence of events in the chronological order in which such things are intended to take place.



Importance of Making a Schedule

1. It gives the ministry a structure
2. It promotes discipline and consistency
3. It helps in preparation to teach
4. It helps in evaluation of teaching materials/events
5. It Promotes better communication among teachers
6. It gives advance information to the teachers, church leaders and the children preventing activities conflicts
7. It helps in recruiting and retention of teachers
8. It gives the local leaders and teachers relaxed minds

Who makes the schedule?

- Local leader
- Any other leader or teacher with the skills and knowledge
- Include contributions from all other teachers and possibly the children



How to make a schedule

- It can be made monthly or quarterly
- It should include
 - Date
 - Topic
 - Objective or goal
 - References
 - Activities
(ex: lessons, crafts, coloring, memory verses, songs etc.)
 - Names of teachers
 - other planned events such as meetings, trips, children's week etc

- Should have SMART GOALS

S - Specific

M- Measurable

A- Attainable

R- Realistic

T- Time Bound

More ideas for schedule making

- Schedules can include other topics like:
 - Freestyle Sunday (Plan activities ahead of time)
 - Friends and field day
(Theme: My BFF 1Sam. 20:1-42)
 - Ghana independence
 - Dress down day
(Theme: Come just as you are, John 6:37)
 - Incorporate children's birthday celebrations as requested

Preparing a Lesson Plan

A lesson plan is a step-by-step guide that provides a structure for an essential learning

IF YOU FAIL TO PLAN
YOU ARE PLANNING
TO FAIL

Benjamin Franklin

Importance of Preparing a Lesson Plan

1. It improves knowledge and preparedness
2. It builds teachers confidence
3. It helps maintain a standard teaching pattern
4. It helps with time management
5. It promotes discipline in class
6. It Promotes better communication among teachers when noted in the class lessons notebook
7. It helps in evaluation of teaching materials

Things to consider when Preparing a Lesson

Know:

1. Who your students are (ex: age group, behavior)
2. Their ability levels
3. Their interest levels
4. Their attention span
5. Their ability to work together in groups
6. Their Prior knowledge and learning experience
7. About special needs or accomodation



Components of a Lesson Plan

- It should include:
 - Topic
 - Objective or goal
 - Opening responds
 - Testimony & Worship
 - Tithe & Offering
 - Detailed activities planned (Lesson or bible story, song, memory verse, discussion questions, craft and so on
 - End lesson/Prayer/snack

A sample of a Schedule and a lesson Plan

- A Schedule sample
- A lesson plan sample

Conclusion

