

Planning

Long-term lesson plan checklist:

- Are all the topics listed in the Award Guide covered?
- Do the topics follow a logical progression?
- Is there enough time spent on each item?
- Is there a good balance between new topics and review each class?
- Does the lesson plan take into account the unique nature of the course & facility?
- Does the amount of total time match the suggested time given for the course?

Short-term lesson plan checklist:

- Are all the materials needed for the class listed?
- Do the times given for each section seem reasonable?
- Does the lesson plan take into account pool space, safety, and formations?
- Does the lesson plan give extra activities for excess time?
- Does each topic have enough detail to teach from?
- Does the lesson plan have a good mixture of learning activities to maintain the candidates' attention?
- Could the lesson plan be followed by another instructor?

Remember that all lesson planning must be adaptable!

Common Planning Errors:

- Not spending enough time engaging in planning
- Not making a long-term plan
- Using another's long-term plan without adapting it to your own class
- Covering topics in the wrong order (not considering progressions)
- Not covering items enough times (ex. Time swim, rescues)
- No time set aside for individual evaluation
- Not adapting lesson plan according to individual class needs
- Not putting enough detail into short-term lesson plan
- Not planning for a variety of activities