

Chapter 9

Lesson Plan 3: Closing Duties

Day:

Lesson: #

Lesson: Plan Closing Duties		
Time	Instructions	Materials Needed
Learning Objectives	TLW demonstrate the closing duties by completing the processes three times under the supervision of the training manager.	Pg. 1 content
Activities	<ol style="list-style-type: none">1. Walk the student through the closing checklist2. have the student guide you through the checklist; shadow the student3. The student leads the manager through the checklist.	Workbook/content
Wrap Up/ Reflection	Review: Discuss the challenges of the closing duties.	Write in workbook
Assessment	5 point quiz	Quiz
Notes & Check for Understanding		