

SSI Best Practices Lesson Plan Example

Internal TSPs developed using the “Best Practices” format will include, at a minimum, PowerPoint® or Lectora® slides (with notes) and the following mandatory lesson plan elements.

1. SECTION I. – ADMINISTRATIVE DATA. Academic Hours and Methods of Instruction – Include Academic Hours and Methods of Instruction for the entire lesson.

2. SECTION II - INTRODUCTION

a. Motivator – Introduce Lesson and include Motivator.

b. Terminal Learning Objective (TLO) – Inform the students of the TLO.

c. Safety Requirements – Include special safety/risk hazards, notes, cautions, etc., that applies to the presentation of the lesson. Safety and risk management should also be identified in the training materials at the appropriate point, as required.

d. Risk Assessment Level - Include risk assessment level.

e. Environmental Considerations – Include any special environmental considerations, including notes, cautions, etc., that apply to the presentation of course as a whole. Include specific environmental considerations and protection actions in the training material at the appropriate position, if required. State if there are no environmental considerations.

f. Evaluation – Inform students of the evaluation requirement for the lesson (e.g., performance test, assessment exercise, practical exercise, etc.).

g. Instructional Lead-in – Include Instructional Lead-in at appropriate lesson location.

3. SECTION III - PRESENTATION

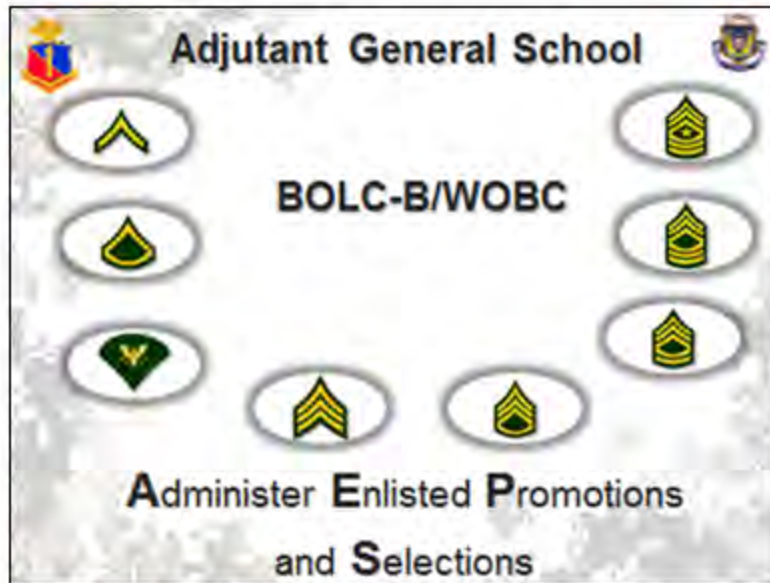
a. Learning Steps and Activities (LSA) with Instructor Notes – Include outline of LSA to be covered and include relevant notes in the notes section of each slide, as appropriate.

b. Checks on Learning – Conduct Checks on Learning at appropriate locations throughout lesson.

4. SECTION IV - SUMMARY

a. Check on Learning

b. Review / Summary



SHOW SLIDE: ADMINISTER ENLISTED PROMOTIONS AND SELECTIONS

SECTION I. ADMINISTRATIVE DATA

Academic Hours / Methods

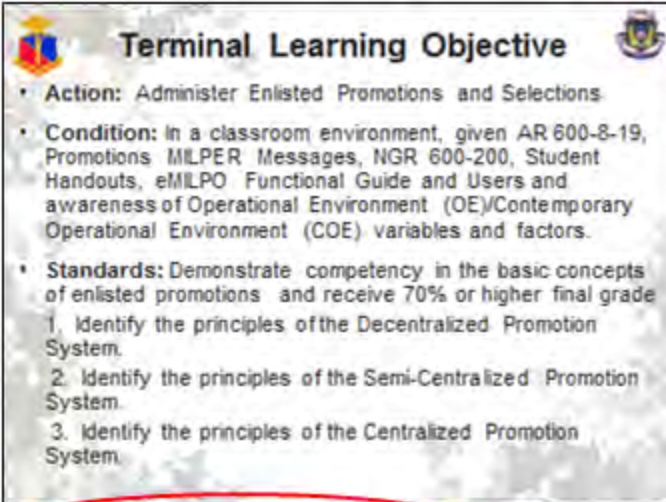
- 3 hrs / 40 mins Large Group Instruction
- 2 hrs / 30 mins Practical Exercise (Hands On)
- 2 hrs / 0 mins Test
- 0 hrs / 30 mins Test Review
- 8 hrs / 40 mins Total Hours

SECTION II. INTRODUCTION: Today we are going to discuss Enlisted Promotions.

Method of Instruction: Conference / Discussion
 Instructor to Student Ratio: 1:36
 Time of Instruction: 5 mins
 Media: Large Group Instruction

EXAMPLE ONLY

MOTIVATOR: The most crucial difference for you to understand is that you should NOT be the one managing enlisted promotions day-to-day. Enlisted Promotions are enlisted business. As such, your NCOIC will work with the BN CSM to manage this system. However, as the officer, you are ultimately responsible for everything your shop does or fails to do. You need to know what right looks like, so that you can supervise and QC enlisted promotions.



Terminal Learning Objective

- **Action:** Administer Enlisted Promotions and Selections.
- **Condition:** In a classroom environment, given AR 600-8-19, Promotions MILPER Messages, NGR 600-200, Student Handouts, eMILPO Functional Guide and Users and awareness of Operational Environment (OE)/Contemporary Operational Environment (COE) variables and factors.
- **Standards:** Demonstrate competency in the basic concepts of enlisted promotions and receive 70% or higher final grade
 1. Identify the principles of the Decentralized Promotion System.
 2. Identify the principles of the Semi-Centralized Promotion System.
 3. Identify the principles of the Centralized Promotion System.

SHOW SLIDE: **TERMINAL LEARNING OBJECTIVE**

SAFETY REQUIREMENTS. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

RISK ASSESSMENT LEVEL. Low. In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC).

ENVIRONMENTAL STATEMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

EVALUATION. You will be given a graded 20 question multiple choice exam which will cover officer promotions. A passing score on this examination is 70%.

INSTRUCTIONAL LEAD-IN. Promotion of personnel is inherent in the life of the Army. The Army needs and will continue to need Soldiers and NCOs to fill its ranks at various levels of responsibility.



SHOW SLIDE: DECENTRALIZED PROMOTIONS

SECTION III. PRESENTATION.

Learning Step / Activity 1. IDENTIFY THE PRINCIPLES OF THE DECENTRALIZED PROMOTION SYSTEM

Method of Instruction: Conference / Discussion

Instructor to Student Ratio: 1:36

Time of Instruction: 1 hr 5 mins

Media: Large Group Instruction

The first system we'll cover is the Decentralized System, which covers promotions to PV2, PFC, and SPC.

Who is the promotion authority?

CO CDR, but BN CDR is waiver authority for SPC

This is an important system to know because, as BN S-1s, you'll manage this system entirely at your level. Plus, if you become CO CDRs, you'll be the approval authority.

Check on Learning

Q: What is meant by the term "Promotion Points" as it applies to the semi-centralized promotion system?

A: Eligible CPLs/SPCs and SGTs compete Army wide based on the three character MOS. The points attained on an 800-point system for SGTs and SSGs determines their relative standing.

Q: The promotion authorities may apply two waivers for promotions. Which requirements are waiverable?

A: TIMIG and TIS

Q: What type of promotion system is used for SGT/SSG?

A: Semi-centralized

SHOW SLIDE: CHECK ON LEARNING

SECTION IV. SUMMARY

NOTE: Conduct a check on learning and summarize the learning activity.

Q. What is meant by the term "Promotion Points" as it applies to the semi-centralized promotion system?

A: Eligible CPLs/SPCs and SGTs compete Army wide based on the three character MOS. The points attained on an 800-point system for SGTs and SSGs determine their relative standing.

Q. The promotion authorities may apply two waivers for promotion. Which requirements are waiverable?

A: TIMIG and TIS.

Q. What type of promotion system is used for SGT/SSG?

A: Semi-centralized.

NOTE: Checks on Learning should also be included throughout the lesson. At a minimum, they should be conducted at the conclusion of each Learning Step/Activity in addition to the Review Summary.