

- EXAMPLE -
TDC Individual TSP / Lesson Plan Report
WITH TDC DATA ENTRY LOCATIONS IDENTIFIED IN PARENTHESIS

{ITSP Report generated and supplied as a standalone file in the zip file download.}

{Minimal information is entered to highlight the default entries. If Enabling Learning Objectives are not included in your lesson plan, the directions to tabs should read TLO to TLO Steps/Activities.}

Training Support Package (Individual TSP)

Individual TSP Number / Title	805-A-0001 / Sample Format with TDC Field / Tab Crosswalk <i>{Individual TSP Step 1 – General Information.}</i>
Effective Date	<i>{Based on the approval date of the TSP.}</i>
Supersedes Individual TSP(s) / Lesson(s)	<i>{Displays as Blank}</i>
Individual TSP Users	<i>{Individual TSP Step 3- Purpose, Users, Special Instructions}</i>
Proponent	<i>{Individual TSP Step 1 – General Information.}</i>
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms. Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: Commander, USASSI ATSG-TDD-ITD 10000 Hampton Parkway Fort Jackson, SC 29207 Army Training Help Desk Telephone (Commercial): (800) 275-2872 Option # 1 Telephone (DSN): 826-3666 https://athd.army.mil <i>{Automatic display on report of entry above up to the first colon. School address based on proponent selection and information entered in TDC database.}</i>
Security Clearance / Access	<i>{Automatic display of the security classification of the associated lesson LSA with the highest classification.}</i>
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions. <i>{Step 8 – Foreign Disclosure}</i>

Training Support Package (Individual TSP)

PREFACE

Purpose *{Display on the report of content entered on Step 3 – Purpose, followed by a listing of all tasks linked to any lesson plan linked to this Individual TSP. Tasks are linked to a lesson plan through Step 3 – Lesson Plan Structure to the Ind. Tasks Taught, Ind. Task Supported, Col. Tasks Taught, and Col. Task Supported tabs.}*

<u>Task Number</u>	<u>Task Title</u>
<u>Individual</u>	
805C-42A-1002	Prepare Correspondence
805C-42A-1291	Prepare Request for Soldier Application
<u>Collective</u>	
12-6-0011	Maintain Unit Strength

CONTENTS

Preface

Lesson 1

Transition Statement: *{Step 10 – Transition Statements. No display if none entered.}*

Section I. Administrative Data

Section II. Introduction

Terminal Learning Objective – Prepare a TSP Lesson Plan

Section III. Presentation

Section IV. Summary Section V. Student Evaluation

Appendix A - Viewgraph Masters

Appendix B - Test(s) and Test Solution(s) (N/A)

Appendix C - Practical Exercises and Solutions

Appendix D - Student Handouts

{Test(s) and Test Solution(s) are not included in the Individual TSP.}

{Information displayed is entered through the Create/Edit Lesson Plans option unless otherwise stated.}

Example Lesson Plan Format with TDC Step Crosswalk
805C-CDA2A142 / Version 1.0
Effective Date 1 May 2015 *{selected when approved}*
{Step 1 – General Information}

SECTION I. ADMINISTRATIVE DATA

All Course Masters/POIs Including This Lesson

Courses

<u>Course Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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{Displays Courses where lesson was linked at the Course Master level. None displays if there are no Course Masters.}

POIs

<u>POI Number</u>	<u>Version</u>	<u>Title</u>	<u>Phase</u>	<u>Status</u>
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{Displays Courses where lesson was linked at the POI module level. None displays if there are no POIs.}

Task(s) Taught(*) or Supported

<u>Task Number</u>	<u>Task Title</u>
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Individual

805C-42A-1002 (*)	Prepare Correspondence
805C-42A-1385 (*)	Prepare Request for Soldier Application

Collective

12-6-0011 (*)	Maintain Unit Strength
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{Step 3- Lesson Plan Structure, Taught/Supported Individual Tasks, and Supported Collective Task tabs.}

Reinforced Task(s)

<u>Task Number</u>	<u>Task Title</u>
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{Step 3 - Lesson Plan Structure, Reinforced Individual Tasks tab.}

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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805C-444K	Effective Communications	Yes	Yes
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{Step 3 – Lesson Plan Structure, Knowledge tab.}

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
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805C-1131S	Coordinate Communications	Yes	Yes
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{Step 3 – Lesson Plan Structure, Skills tab.}

**Administrative/
Academic
Hours**

The academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours/Methods</u>		
Yes	1 hrs	0 mins	Conference / Discussion
No	0 hrs	30 mins	In-processing
Yes	4 hr	0 mins	Practical Exercise (Performance)
Yes	0 hrs	10 mins	Test Review
Yes	1 hrs	0 mins	Test
Total Hours:		6 hrs	40 mins

*{Step 3 – Lesson Plan Structure. Automatic rollup of academic hours by Method of Instruction as entered in the Time of Instruction field on the Introduction, Step/Activity and Summary Data links. Times are entered and displayed in hours and minutes. Times are based on a 50-minute academic hour. Test and Test Review display only when those methods are selected}
NOTE: LP time displays as entered, POI time is displayed in tenths of an hour.*

**Prerequisite
Lesson(s)**

<u>Hours</u>	<u>Lesson Number Version</u>	<u>Lesson Title</u>
None		

{Step 17 – Test and Prerequisite Lessons. Automatic display of None on report if step is empty.}

**Training
Material
Classification**

Security Level: This course/lesson will present information that has a Security Classification of:

U - Unclassified.

{Step 3 – Lesson Plan Structure. Displays highest security level assigned to any Step/Activity or PE in this lesson. Security Classification field found on General Information screen for step or PE.}

**Foreign
Disclosure
Restrictions**

FD5. This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

{Step 21 – Foreign Disclosure Statement.}

References

{Step 3 – Lesson Plan Structure, References Tab for any TLO, ELO or Step/Activity. The Date field is maintained in Data Maintenance. The date field is blank if no date is entered in the Data Maintenance table.}

<u>Number</u>	<u>Title</u>	<u>Date</u>
AR 25-50	Preparing and Managing Correspondence	06Dec2011

**Student Study
Assignments**

None

{Step 14 – Study Assignments. Automatic display of None on report if step is empty.}

**Instructor
Requirements**

None

{Step 9 - Instructor Requirements. Automatic display of None on report if step is empty.}

Support Personnel Requirements

None
{Step 10 – Supporting Personnel Requirements. Automatic display of None on report if step is empty.}

Additional Support Personnel Requirements

<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
Assistant Instructor	1:16		8.0

{Step 3 – Lesson Plan Structure. Rollup of Support Personnel entries for this lesson. TLO link to Support Personnel tab or ELO link to Support Personnel tab or Learning Steps/Activities link to Support Personnel tab. Associations should be made at the lowest level at which the support personnel are needed. Automatic display of None on report if no support personnel are associated.}

Equipment Required for Instruction

<u>ID Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
5895-01-463-7374 - Workstation, Computer <i>(Note: Asterisk before ID indicates a TADSS.)</i>	1:1	1:1	Yes	3	No

{Step 3 - Listing of equipment and TADSS entries for the lesson plan. TLO link to Materiel Item and TADSS tabs or to ELO tab to Materiel Item and TADSS tabs or to Learning Steps/Activities tab to Materiel Item and TADSS tabs. The Quantity field displays sum of Instructor and Support quantities entered. The Expended field is selected by the Developer. Automatic display of None on report if no equipment or TADSS are linked.}

Materials Required

Instructor Materials: None
{Step 12 – Instructor Materials. Automatic display of None on report if tab is empty.}
Student Materials: None
{Step 13 – Student Materials. Automatic display of None on report if tab is empty.}

Classroom, Training Area, and Range Requirements

<u>ID – Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
<i>{Step 3 – Lesson Plan Sequence. TLO link to Facilities tab or ELO link to Facilities tab or Learning Steps/Activities link to Facilities tab. Rollup of Facilities entries for this lesson.}</i>				

Ammunition Requirements

<u>DODIC -Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
None				

{Rollup of DODIC entries for this lesson. Step 3 - TLO tab to DODIC tab or ELO tab to DODIC tab or Learning Steps/Activities tab to DODIC tab. Ratios or support quantities for non-expendable DODIC are the highest ratio or quantity indicated in the lesson plan. Ratios or support quantities for expendable DODIC are a rollup of ratios or support quantities for all like DODIC. The Expendable field is maintained in the database. Live DODIC is expendable. Dummy and Inert DODIC are not expendable. Automatic display of None on report if no DODIC are linked.}

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.
{Step 11 – Instructional Guidance. Automatic display on report of NOTE above followed by user entry on Instructional Guidance step.}

Proponent Lesson Plan Approvals

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
<i>{Name selected on Step 2 – Action Officers.}</i>	<i>Rank currently not populated</i>		<i>{Date generated by TDC at the time approval is given.}</i>

SECTION II. INTRODUCTION

{Step 3 – Lesson Plan Structure, Introduction link. Time of Instruction is entered and displays as hours and minutes. Times are based on a 50-minute academic hour. Method of Instruction and Instructional Strategy are from Technique of Delivery field. Instructor Type and Ratio are from the Instructor Types tab.}

Method of Instruction: Conference / Discussion
Instr Type (I:S Ratio/Qty): Small Group Leader (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

{Step 6 – Statements - Motivator.}

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Prepare an Individual TSP Lesson Plan
Conditions:	Using Training Development Capability (TDC)
Standards:	All data will be entered in the appropriate fields.

{Step 3 Lesson Plan Structure - Terminal Learning Objective link to TLO Action, TLO Condition and TLO Standard tabs. Automatic display on report of the NOTE and lead-in sentence above.}

Safety Requirements

None

{Step 4 – Statements – Safety.}

Risk Assessment Level

Calculated Level -

Assessment:

Controls:

Leader Actions:

{Step 8– Risk Assessment. Default entry is None. Use the Add Hazard link to identify and calculate the risk level.}

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

None

{Step 5 – Statements - Environmental. Automatic display on report of NOTE above followed by user entry on Environmental step. }

Instructional Lead-In

{Step 7 – Statements – Instructional Lead-in.}

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

{Automatic display on report of NOTE above. The ELO is entered through Step 3 – Lesson Plan Structure and adding an Enabling Learning Objective by right clicking the Terminal Learning Objective link and selecting Add ELO. Name and then select the newly created ELO on the tree structure. Add the ELO Action to the General Information tab and then access the Condition and Standard tabs. If there are no ELOs for the Lesson, the NOTE above and the ELO portion below will not display and the report will proceed with Learning Step/ Activity 1.}

A. ENABLING LEARNING OBJECTIVE

ACTION:	
CONDITIONS:	
STANDARDS:	

{All Learning Step/Activity data is accessed through Step 3 – Lesson Plan Structure by right clicking to create the learning step or expanding the tree structure and selecting the learning step. Time of Instruction is entered and displays as hours and minutes. Times are based on a 50-minute academic hour.}

1. ELO A – LSA 1. Learning Step / Activity ELO A – LSA 1. Sample LSA

- Method of Instruction: Demonstration *{Step Technique of Delivery tab}*
- Instr Type (I:S Ratio/Qty): Small Group Leader (1:16/0) *{Step Instructor Types tab or if none entered, uses the instructor type from the parent object}*
- Time of Instruction: 15 mins *{Step General Information tab; Complete LSA time - PE TOI in parentheses if applicable}*
- Instructional Strategy: Demonstrator *{Step Technique of Delivery tab}*
- Media Type: Actual Equipment *{Step Technique of Delivery tab}*
- Other Media: Unassigned *{Step Technique of Delivery tab}*
- Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified. *{Step General Information tab}*

{Step 3 – Lesson Plan Structure, Steps/Activities below are entered on the General Information tab, Learning Step/Activity Text. The user enters letters a., b., c., etc. NOTE: Small graphics (not PowerPoint slides) may be displayed in the text when linked on the learning step/activity Multimedia tab following instructions found on the General Information tab.}

- a. Learning Step / Activity Text
- b. Learning Step / Activity Text
- c. Learning Step / Activity Text
- d. Learning Step / Activity Text

Check on Learning: Conduct a check on learning and summarize the learning activity. *{Learning Steps/Activities link on the tree structure to Check on Learning tab.}*

Review Summary: *{Learning Steps/Activities link on the tree structure to Review Summary tab.}*

2. ELO A – LSA 2. Learning Step / Activity ELO A – LSA 2. Sample LSA

Method of Instruction: Practical Exercise (Hands-On) *{Step Technique of Delivery tab}*

Instr Type (I:S Ratio/Qty): Instructor (1:16/0) *{Step Instructor Types tab or if none entered, uses the instructor type from the parent object}*

Time of Instruction: 1 hr 0 min *{Step General Information tab; Complete LSA time - PE TOI in parentheses if applicable}*

Instructional Strategy: Hands-On Instruction *{Step Technique of Delivery tab}*

Media Type: Actual Equipment *{Step Technique of Delivery tab}*

Other Media: Unassigned *{Step Technique of Delivery tab}*

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified. *{Step General Information tab}*

{Information entered through the Step/Activity Data tab using the tree structure is displayed.}

Check on Learning: Conduct a check on learning and summarize the learning activity. *{Learning Steps/Activities link on the tree structure to Check on Learning tab.}*

Review Summary: *{Learning Steps/Activities link on the tree structure to Review Summary tab.}*

B. ENABLING LEARNING OBJECTIVE
{Any additional ELOs will display in the same format as ELO A above.}

SECTION IV. SUMMARY

{Step 3 – Lesson Plan Structure, Summary link on the tree structure. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Technique of Delivery field.}

Method of Instruction:	Conference/Discussion <i>{Technique of Delivery tab}</i>
Instr Type(I:S Ratio/Qty):	Instructor (1:16/0) <i>{Instructor Types tab}</i>
Time of Instruction:	15 min <i>{General Information tab}</i>
Instructional Strategy:	Small Group Instruction <i>{Technique of Delivery tab}</i>

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

{Step 3 – Lesson Plan Structure, TLO Check on Learning.}

Review / Summary

{Step 3 – Lesson Plan Structure, TLO Review/Summary.}

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

{Step 15 – Testing Requirements. Automatic display on report of NOTE above followed by user entry on Testing Requirements step.}

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

{Step 16 – Feedback Requirements. Automatic display on report of NOTE above followed by user entry on Feedback Requirements step.}

{Additional ITSP lesson plans are included in the same format as the lesson plan above in the WinZip file with all associated uploaded documents.}

Appendix A - Viewgraph Masters

**Sample Lesson Plan with TDC Step Crosswalk
805C-CCA2A412 / Version 1.0**

Sequence	Media Name	Media Type
0	Composite Risk Management (CRM)	DOC
1	Example of CRM Worksheet	DOC

{Step 23 – Lesson Plan Multimedia – items selected with a purpose of ‘Presentation’.}

Actual materials are not displayed in the Appendix but are included in the WinZip file.

Appendix B Test(s) and Test Solution(s) (N/A)

{This section is not supported in TDC}

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 1: 12345678 Version 1.0

PRACTICAL EXERCISE SHEET 12345678 PE1

Time: 1 hour 30 minutes *{Practical Exercise to General Information tab.}*

{Step 3 – Lesson Plan Structure. PEs are created by right clicking the tree view on the desired learning object.}

Title	Sample Lesson Plan with TDC Field/Tab Crosswalk Practical Exercise <i>{Practical Exercises link/General Information/Practical Exercise Text.}</i>						
Lesson Number/Title	805C-CDA2A41 Version 1.0 / Sample Lesson Plan with TDC Field/Tab Crosswalk <i>{Lesson number and version from Lesson Plan General Information step.}</i>						
Security Classification	Unclassified <i>{Practical Exercise to General Information tab.}</i>						
Introduction	<i>{Practical Exercise link to Statements (I) tab.}</i>						
Motivator	<i>{Practical Exercise link to Statements (I) tab.}</i>						
Terminal Learning Objective	<p>NOTE: Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <p><i>{Automatic display of the NOTE and lead-in sentence followed by selection made for the TLO/ELO/Learning Step field on the tree structure. The selection will determine the report section title and whether the TLO, an ELO or a learning step activity is displayed in the block below.}</i></p> <table border="1"> <tr> <td>Action:</td> <td>Prepare an Individual TSP Lesson Plan</td> </tr> <tr> <td>Conditions:</td> <td>Using Training Development Capability (TDC)</td> </tr> <tr> <td>Standards:</td> <td>All data will be entered in the appropriate fields.</td> </tr> </table>	Action:	Prepare an Individual TSP Lesson Plan	Conditions:	Using Training Development Capability (TDC)	Standards:	All data will be entered in the appropriate fields.
Action:	Prepare an Individual TSP Lesson Plan						
Conditions:	Using Training Development Capability (TDC)						
Standards:	All data will be entered in the appropriate fields.						
Safety Requirements	<i>{Practical Exercise link to Statements (I) tab.}</i>						
Risk Assessment Level	Low/Moderate/High/Extremely High <i>{Practical Exercise to General Information tab.}</i>						
Environmental Considerations	<p>NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.</p> <p><i>{Practical Exercise link to Statements (I) tab. Automatic display on report of NOTE above followed by user entry in Environmental field. Automatic entry on report of None if field is empty.}</i></p>						
Evaluation	<i>{Practical Exercises link to Evaluations tab.}</i>						

Instructional Lead-In	<i>{Practical Exercise link to Statements (II) tab.}</i>
Resource Requirements	Instructor Materials: <i>{Practical Exercises link to Instructor and Student Resources tab.}</i> Student Materials: <i>{Practical Exercises link to Instructor and Student Resources tab.}</i>
Special Instructions	<i>{Practical Exercises link to General Information tab. Automatic entry on report of None if field is empty. }</i>
Procedures	<i>{Practical Exercises link to Procedures tab.}</i>
Feedback Requirements	<i>{Practical Exercises link to Requirements tab.}</i>

**SOLUTION FOR
PRACTICAL EXERCISE 12345678 PE1**

{Practical Exercises link to Statements (II) tab.}

Appendix D - Student Handouts

**Sample Lesson Plan with TDC Step Crosswalk
171-12345678 / Version 1.0**

Sequence	Media Name	Media Type
1	Agile and Adaptive Leadership Development	PPTX
2	Terms, Symbols, and Graphics	DOC

Step 3 – Lesson Plan Structure – TLO link to Multimedia tab or ELO link to Multimedia tab or Learning Steps/Activities link to Multimedia tab - Picks up any items linked on the Multimedia tabs that are not used as an embedded graphic.

Step 23 – Lesson Plan Multimedia – items selected with a purpose of ‘Handout’. Picks up any items linked on the Multimedia tabs that have a Sequence Number of 0. Linking the same multimedia in more than one place will result in the file being included more than once in the Training Support Package.

Actual materials are not displayed in the Appendix but included in the WinZip file.