UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

INSTRUCTOR PREPARATION GUIDE (LESSON PURPOSE CLASS)

LESSON TITLE: Embracing Diversity Amongst Personnel

LESSON DESIGNATOR: Embracing Diversity Amongst Personnel

TOTAL LESSON TIME: .25-.75 (.5 target)

PERSONNEL REQUIRED: Guided Discussion Leader

FACILITIES: No designated facilities required

REVIEW TOPIC:
☐ Review the Concept Card, Lesson Purpose Plan and identified references provided, with particular focus on DoD and Marine Corps Orders that relate to the topic.

MATERIALS/EQUIPMENT:
☐ There are not any materials or equipment required for this class. If you desire, or are directed by unit leadership, to use handouts or other materials to supplement the class, be sure to have appropriate quantities prepared before class begins.

PLANNING AND SETUP:
☐ Within the scope of your assigned topic, choose the specific learning outcome(s) for your discussion.
☐ Select or create an attention gainer which best suits your desired learning objective(s).
☐ Select and/or prepare questions you feel will help focus the discussion to achieve the specific learning outcome(s).
☐ Prepare reflection questions to bridge any gap between the discussion participation and the abstract issues being discussed.
☐ Inform participants of the class topic, time and place.
☐ Assign any required reading or research for the discussion. Ensure all participants are provided copies, or have easy access to any reading assignment, and they have time to accomplish the task.
☐ Scout potential locations to convene your discussion, and conduct necessary coordination in order to secure a location.
☐ If possible, conduct a practice session with peers, in order to rehearse your guided discussion techniques and question methodology.

SAFETY:
☐ Execute appropriate Operational Risk Management for the Lesson Purpose class location.

APPROVING SIGNATURE _____ **DATE** _____

Instructor Preparation Guide (IPG) Checklist

INSTRUCTOR PREPARATION GUIDE (IPG) CHECKLIST			
DESCRIPTION: A required element in the MLF, this checklist provides the instructor with information that is critical to the preparation for implementation of the lesson.			
INSTRUCTIONS: Check the appropriate box: YES, NO or N/A. If you answer "NO" to a question, note the item number with a comment for clarification.			

Course:			
Observer/Title:	**Date:**		
A. OVERVIEW	**YES**	**NO**	**N/A**
1. Does the lesson title match the concept card?	☐	☐	
2. Does the lesson designator match the concept card?	☐	☐	
3. Does the total lesson time match the concept card?	☐	☐	
4. Do references match the concept card?	☐	☐	
5. Is the location of tests identified?	☐	☐	
6. Are all personnel required the same as on the concept card?	☐	☐	
7. Are all facilities needed to conduct the lesson listed?	☐	☐	
8. Are all course materials that need to be reviewed listed?	☐	☐	
9. Is there a step to personalize the lesson plan?	☐	☐	
10. Are all materials and equipment needed to conduct the lesson listed?	☐	☐	
11. Are there detailed instructions for the setup and planning of each exercise?	☐	☐	
12. Are all safety precautions related to lesson listed?	☐	☐	
Comments:			