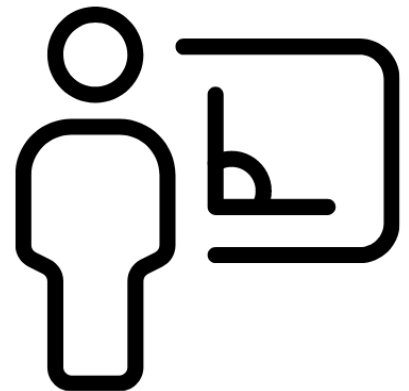# Instructors Guide

On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.

Module Two: Bloom's Taxonomy

Bloom's Taxonomy has been a basis for educators since its inception. Teachers of children and adults should be familiar with the theory's history and how it has changed over the years. In this manual, the focus is on the psychomotor domain.

Bloom's Theory

The focus of Bloom's theory is the learning hierarchy. In this hierarchy, students will master one level at a time. Like walking up a flight of stairs, students eventually take all the steps to complete the hierarchy. As they master each level, they discover their ability to implement learning strategies and improve their skills. In this theory, teachers use the taxonomy to guide the students to higher levels of thinking and understanding. These three domains work together to create learning objectives, guide activities, and develop effective assessments.

Each domain identified is broken down into levels or categories with specific behaviors, activities, and example words that identify when students have mastered skills from each level of the domain.
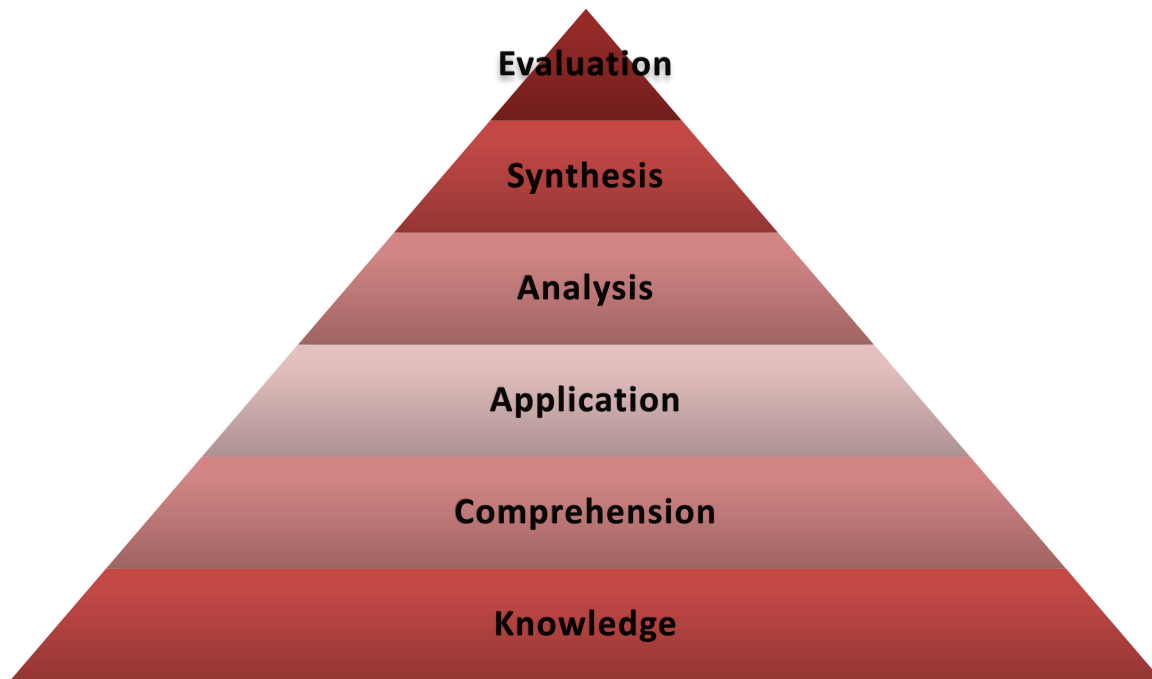
Estimated Time	7 minutes
Topic Objective	Review Bloom's Theory.
Topic Summary	**Bloom's Theory** Discuss Bloom's Theory.

Materials Required	Flipchart/board, marker
Planning Checklist	None
Recommended Activity	Discuss your familiarity with the Bloom's theory. List what students know on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is the focus of Bloom's Taxonomy?

History

Benjamin Bloom was an education psychologist. He and other experts developed Bloom's Taxonomy of the Cognitive Domain in 1956. The purpose of the taxonomy was to establish educational goals for students and to act as a guideline when evaluating their performance. The three domains that Bloom and his team discovered were cognitive, affective, and psychomotor. The original taxonomy is shown below.
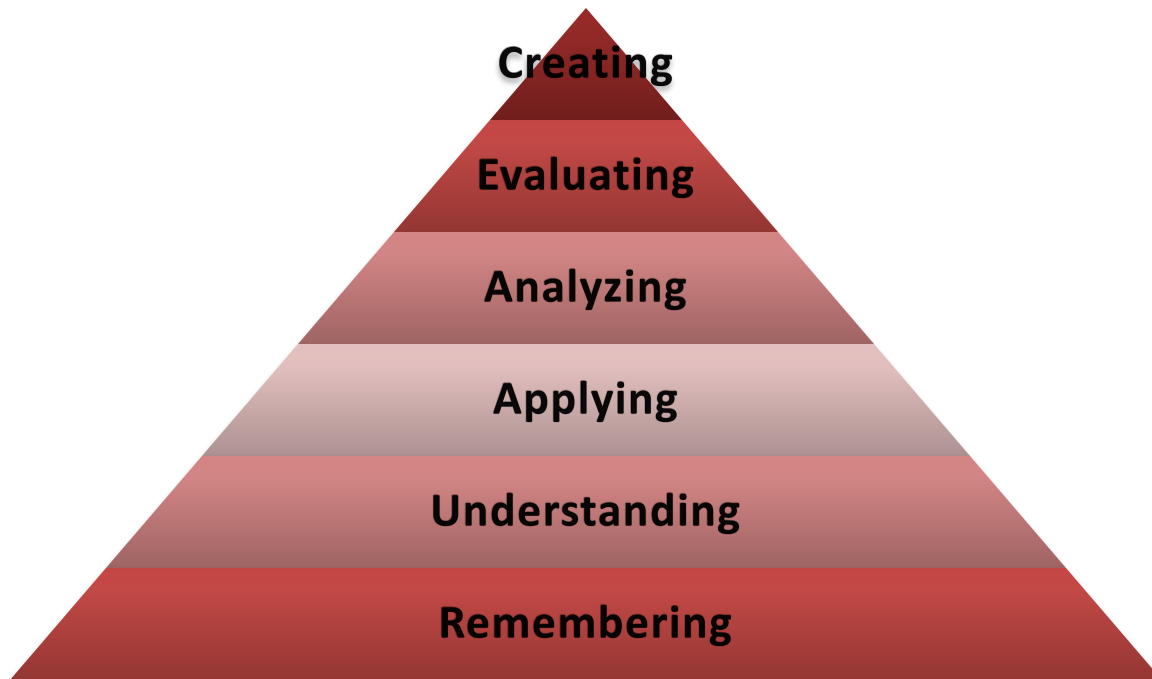

Other domain information would follow, including the Affective Domain in 1973 and the Psychomotor Domain in 1972. The original Cognitive Domain was updated.

Estimated Time	**8 minutes**
Topic Objective	Consider the history of Bloom's Taxonomy.
Topic Summary	**History** Discuss Bloom's Taxonomy.
Materials Required	**Flipchart/board and marker**
Planning Checklist	None
Recommended Activity	Share your experienced and understanding of Bloom's Taxonomy. Why are the different domains useful? Write ideas on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What are the stages in the original cognitive domain?

New Understanding

Lorin Anderson and David Krathwohl revised the original taxonomy of the Cognitive Domain to be more action oriented. The updated version removes knowledge, comprehension, and evaluation and adds remembering, understanding, and, creativity.
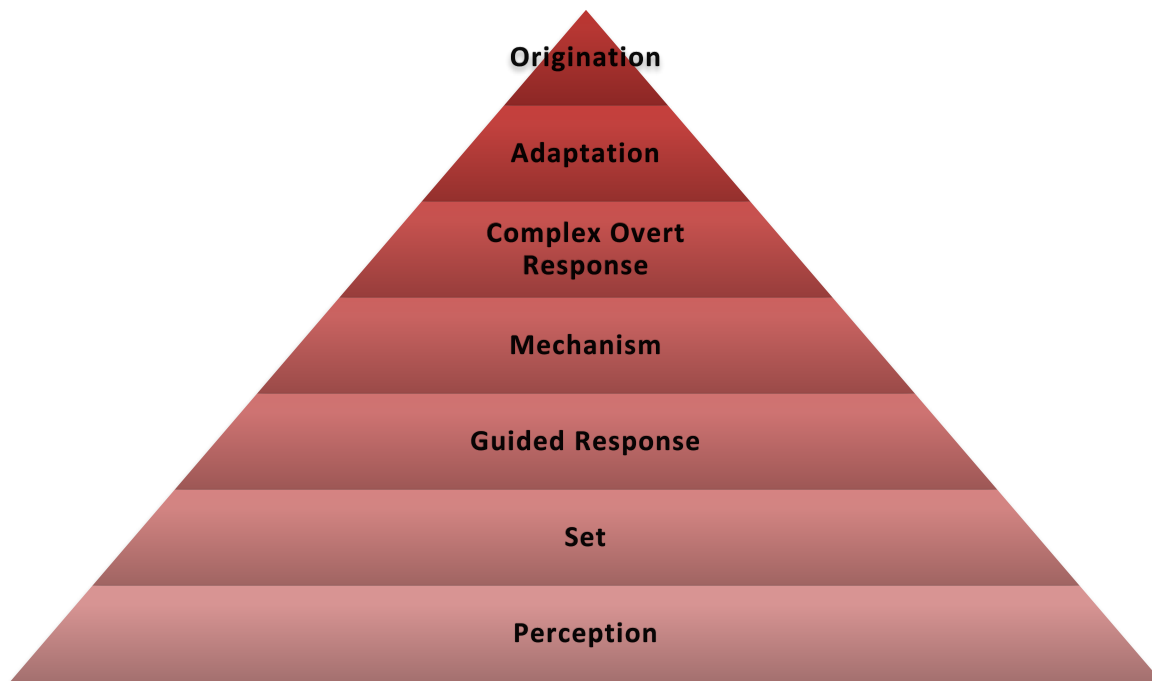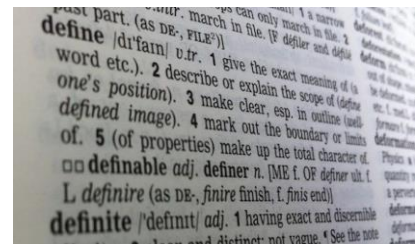
Creating

Evaluating

Analyzing

Applying

Understanding

Remembering

The Cognitive Domain is used in most learning activities and blends with learning in the Psychomotor Domain and the Affective Domain

Estimated Time	8 minutes
Topic Objective	Review the new understanding of Bloom's Taxonomy.
Topic Summary	**New Understanding** Discuss the new understanding of Bloom's Taxonomy.
Materials Required	Flipchart/board and marker
Planning Checklist	None.
Recommended Activity	Discuss changes in the taxonomy. Are they more relevant? How? List

	answers on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	How is the taxonomy set up?

Definition

The Psychomotor Domain addresses the use and development of motor skills. It is an often-overlooked domain sacrificed in favor of the Cognitive Domain. Simpson developed the first understanding of the psychomotor domain in 1972. The original Psychomotor taxonomy:

Origination
Adaptation
Complex Overt Response
Mechanism
Guided Response
Set
Perception

Other theories followed which we will address in later modules. In this manual, we use a combination of different taxonomies.

Estimated Time	**7 minutes**
Topic Objective	Review the definition of the psychomotor domain.

Topic Summary	**Definition** Discuss the definition of the psychomotor domain.
Materials Required	**Flipchart/board, marker**
Planning Checklist	None
Recommended Activity	Discuss why the psychomotor domain influences learning. Place ideas on the flipchart/board.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	How many categories are in the psychomotor domain?

Practical Illustration

Drew was training the new IT employees how to troubleshoot the new company system. He provided the class with written instructions to follow during his lecture. After the class, Drew knew that he would be inundated with calls asking questions about the material. He complained to his friend, Alexa, about how the class was a waste of time. She asked him if he allowed his participants to do any hands-on learning and explained that adding the psychomotor domain might improve understanding.

Estimated Time	**6 minutes**
Topic Objective	Outline the **Bloom's Taxonomy** Practical Illustration.
Topic Summary	**Practical Illustration** Discuss the importance of the psychomotor domain.
Materials Required	None
Planning Checklist	None
Recommended Activity	Discuss the outcome of the Practical Illustration.
Stories to Share	Share any personal, relevant stories.

Delivery Tips	Encourage everyone to participate.
Review Questions	What type of class is this?

Module Two: Review Questions

1.) What is the hierarchy similar to?

   a) Stairs
   b) Nothing
   c) Strategies
   d) Steps

   Like walking up a flight of stairs, students eventually take the steps to complete the hierarchy. As they master each level, they discover the ability to implement learning strategies and improve their skills.

2.) What is created from the domains of Bloom's Taxonomy?

   a) Learning objectives
   b) Activities
   c) Assessment
   d) All of the above

   These three domains work together to create learning objectives, guide activities, and develop effective assessments.

3.) In what year what Bloom's Taxonomy developed?

   a) 1973
   b) 1956
   c) 1964
   d) Unknown

   Benjamin Bloom was an education psychologist. He and other experts developed Bloom's Taxonomy of the Cognitive Domain in 1956. The purpose of the taxonomy was to establish educational goals for students to perform evaluations of their performance.

4.) What is a domain in Bloom's Taxonomy?

   a) Cognitive
   b) Psychomotor
   c) Affective
   d) All of the above

   The purpose of the taxonomy was to establish educational goals for students to perform evaluations of their performance. The three domains that Bloom and his team discovered were cognitive, affective, and psychomotor.

5.) What category did the updated model of the Cognitive Domain remove?

   a) Understanding
   b) Knowledge
   c) Analysis
   d) Creativity

   Lorin Anderson revised the taxonomy to be more action oriented. The updated version removes knowledge, comprehension, and evaluation and adds remembering, understanding, and creativity.

6.) What does the Cognitive Domain blend with?

   a) Affective
   b) Nothing
   c) Psychomotor
   d) A & C

   The Cognitive Domain is used in most learning activities and blends with learning in the Psychomotor Domain and the Affective Domain.

7.) When was the first psychomotor taxonomy created?

   a) 1964
   b) 1956
   c) 1973
   d) 1972

   The psychomotor domain addresses the use and development of motor skills. It is an often-overlooked domain sacrificed in favor of the Cognitive Domain. Simpson developed the first understanding of the psychomotor domain in 1972.

8.) Who is responsible for the original psychomotor domain?

   a) Anderson
   b) Simpson
   c) Krathwohl
   d) Bloom

   The psychomotor domain addresses the use and development of motor skills. It is an often-overlooked domain sacrificed in favor of the Cognitive Domain. Simpson developed the first understanding of the psychomotor domain in 1972.

9.) According to the Practical Illustration, how did Drew feel about the class?

    a) It was necessary
    b) It was important
    c) Waste of time
    d) Unknown

    After the class, Drew knew that he would be inundated with calls asking questions about the material. He complained to his friend, Alexa, about how the class was a waste of time.

10.) What did Alexa suggest?

    a) Take a teaching course
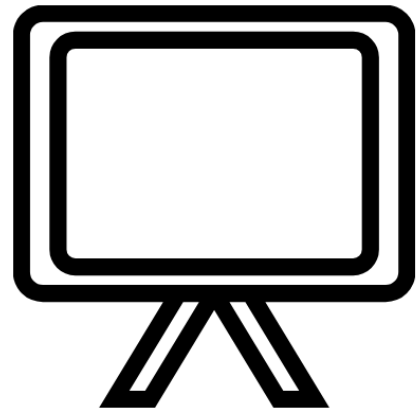   b) Change his attitude
    c) Nothing
    d) Hands-on learning

    He complained to his friend, Alexa, about how the class was a waste of time. She asked him if he allowed his participants to do any hands-on learning and explained that adding the psychomotor domain might improve understanding.

PowerPoint Slides

Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide. PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.

> *The brighter you are, the more you have to learn.*
>
> Don Herold

Bloom's Taxonomy

Bloom's Taxonomy has been a basis for educators since its inception.

Teachers of should be familiar with the theory.

Bloom's Theory

The focus of Bloom's theory is the learning hierarchy. In this hierarchy, students will master one level at a time.

History

- Evaluation
- Application
- Comprehension

New Understanding

- Creating
- Evaluating
- Analyzing
- Applying
- Understanding
- Remembering

Definition

The Psychomotor Domain addresses the use and development of motor skills.

Practical Illustration

- Bloom's Theory
- History
- New Understanding
- Definition

Module Two: Review Questions

1. What is the hierarchy similar to?
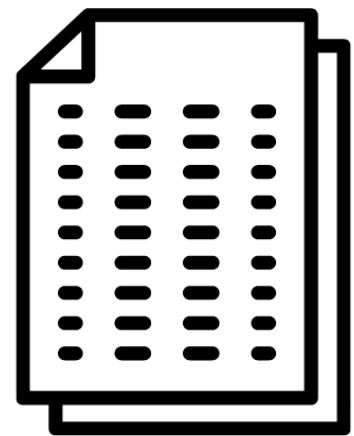
| A. Stairs | B. Nothing |
| C. Strategies | D. Steps |

Handouts

Each course is provided with a wide range of worksheets. Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.

Icebreaker: Hello, My Name Is…

Option 1:
Method: Perhaps the easiest, most obvious and often overlooked icebreaker.

Ask each member of the training event to introduce themselves by saying *Hello – My Name Is…*

Then encourage the rest of the group to ask the trainee questions. To illustrate,

- Where do you live?
- What is your job?
- Where did you go to school? Etc.

This exercise also encourages questioning and listening skills within the group.

Discussion Questions

1. Did anyone feel uncomfortable doing this exercise? Is so, why?

2. How can this exercise help us during today's training event?

Time: Maximum time 15 minutes

Option 2:

1. Have the participants at each table answer the following questions:

    a. Why are they here?

    b. What is their level of experience with Adult Learning?

    c. What they hope to get from this class?

    d. What is the most interesting thing they have ever done in their lives?

2. Have someone be designated a scribe and have them jot down the answers to question C above.

3. On a separate piece of paper, have them write down the most interesting thing done from only one table member.

4. Have the scribe hand the note with the answers to question C to you.

5. Have the scribe stand and introduce the table to the class.

6. Then have the scribe share the most interesting thing from their group.

7. Have the class guess whom that person is, which did the most experiencing thing.

8. Go around to each table until all have given you their answers to question C and shared their most interesting thing.

9. Debrief by sharing all the answers to question C with the class.

Thank participants for sharing.

Quick Reference Sheets

Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date.

They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.

Adult Learning: Physical Skills
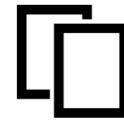# Quick Reference Sheet

Definition

The psychomotor domain addresses the use and development of motor skills. It is an often-overlooked domain sacrificed in favor of the cognitive domain. Simpson developed the first understanding of the psychomotor domain in 1972.

Differences and Similarities

All of the theories of the psychomotor domain have their differences. Some focus on physical actions, while others are blend communication techniques. They are similar; however, in their instructional process. Each one follows the three main steps, which are:
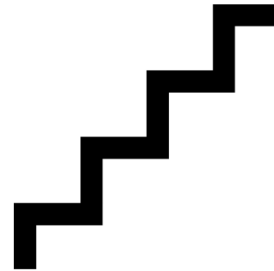
Imitation

Practice

Habit

The student is shown a task -they practice the skills - it becomes second nature. While the stages are unique, similar instruction can be used to implement each one.
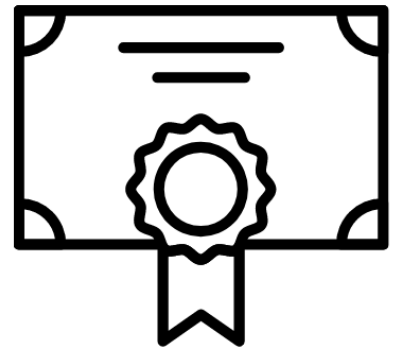
Bloom's Taxonomy

The focus of Bloom's theory is the learning hierarchy. In this hierarchy, students will master one level at a time. Like walking up a flight of stairs, students eventually take all the steps to complete the hierarchy. As they master each level, they discover their ability to implement learning strategies and improve their skills. In this theory, teachers use the taxonomy to guide the students to higher levels of thinking and understanding. These three domains work together to create learning objectives, guide activities, and develop effective assessments.

Each domain identified is broken down into levels or categories with specific behaviors, activities, and example words that identify when students have mastered skills from each level of the domain.

Certificate of Completion

Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.

CERTIFICATE OF COMPLETION

[Name]

Has mastered the course

Adult Learning: Physical Skills

Awarded this _____ day of _____, 20 ___

_____

Presenter Name and Title