

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

INSTRUCTOR PREPARATION GUIDE (LESSON PURPOSE CLASS)

LESSON TITLE: Records Management

LESSON DESIGNATOR: Records Management

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 no 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.
- In lieu of/in addition to using this Records Management training method, a computer-based training video is available for group use. Visit the MarineNet website (<https://www.marinenet.usmc.mil>) or the Total Workforce Management System (TWMS) website (<https://twms.navy.mil>) and search 'Records Management - Every Marine's Responsibility'.

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?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Does the lesson designator match the concept card?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the total lesson time match the concept card?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do references match the concept card?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the location of tests identified?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all personnel required the same as on the concept card?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all facilities needed to conduct the lesson listed?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are all course materials that need to be reviewed listed?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Is there a step to personalize the lesson plan?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are all materials and equipment needed to conduct the lesson listed?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are there detailed instructions for the setup and planning of each exercise?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Are all safety precautions related to lesson listed?	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			