



Lesson Plan vs Lesson Outline

This table provides a clear side-by-side comparison between a lesson plan and a lesson outline, highlighting their differences in purpose, structure, and use.

Aspect	Lesson Plan	Lesson Outline
Definition	A detailed instructional guide that maps out every part of a lesson (objectives, methods, assessments).	A condensed framework showing only main points and flow.
Purpose	Ensures consistent delivery; supports new or substitute instructors; meets accreditation/training standards.	Provides quick reminders for experienced instructors; flexible teaching tool.
Level of Detail	High detail: includes step-by-step instructions, timing, activities, assessments, and follow-up.	Low detail: contains only topics, subtopics, and sequence.
Structure	Formal, written in full sentences with clear directions.	Informal, often bullet points or numbered lists.
Components	Objectives, materials, introduction, instructional activities, practice, assessment, closure, follow-up.	Topic headings, key subpoints, approximate order.
Use Case	Formal training programs, standardized teaching, instructor evaluations, onboarding.	Quick prep for familiar lessons, sermons, or presentations.
Example (De-escalation Lesson)	Includes intro story, 3 techniques with examples, role-play activity, peer evaluation, closure reflection, homework.	Lists: Intro story → 3 techniques → Role-play → Recap.

Basic Training Curriculum – Georgia Board of Private Detectives and Security Agencies

Note: This lesson plan template is provided only as a suggested guide to assist instructors in preparing course materials. The format and examples contained herein are intended to help applicants organize their lesson plans; however, the use of this guide does not guarantee approval of any submitted lesson plan. Final approval is at the sole discretion of the Georgia Board of Private Detective and Security Agencies.

LESSON PLAN

Instructor:	Date:
Course:	Time Requirement:
Lesson #:	
Terminal Objective:	
Enabling Objectives:	
Instructional aids, materials or tools needed:	
Opening (Explains how the lesson plan will begin.)	
Student Assignment:	

Instructional Techniques:

Guided Practice Activities:

Evaluation Procedures:

Closing (explains how the class will conclude)

Other: