Unit 202: Understand business success

# Sample lesson plan 11

**Course number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 2.5 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Operational efficiency, main costs and cost reduction in a hospitality business

|  |  |
| --- | --- |
| **Aims**: By the end of the session the learner will able to:* Describe ways to increasing operational efficiency and performance
* Identify the main costs associated with a hospitality business
* Identify ways to reduce costs in a hospitality business.
 | **Learning outcomes**: To enable learners to:* describe ways to increasing operational efficiency and performance
* identify the main costs associated with a hospitality business
* identify ways to reduce costs in a hospitality business.
 |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 2.5 | Registration and welcome | Take register. |  |  |
| 2.5 | Aims and objectives | Discuss the aims and objectives for the lesson.  |  |  |
| 15 | Recap previous session  | Briefly recap on summary from previous class. Direct questions to the class, recalling knowledge from previous lesson.Discuss any follow-up points or questions the learners may have from previous lesson. |  | Whiteboard |
| 20 | Introduction task 1: Describe ways to increasing operational efficiency and performance | Activity: Split the class into smaller groups and ask them to list on a whiteboard what they think is meant by operational efficiency. Select individual groups to present their thoughts to the rest of the group. Encourage Q&A session after each presentation. | List on the whiteboard examples of factors that affect operational efficiency. Learner discussion and Q&A. | Whiteboard  |
| 60 | Main body of lesson:* Identify the main costs associated with a hospitality business
* Identify ways to reduce costs in a hospitality business
 | Deliver **PowerPoint presentation 11** Activity: Learners are tasked in small groups or individuals to develop a one-page information sheet titled ‘creating sustainability’**,** outlining ways and tips on how to reduce costs or usage of our resources within a hospitality business.Set a time limit of 30 minutes.Each group are to present to the rest of the class. Encourage Q&A session after each presentation | ListenTake notesDesign a one-page information sheet titled **‘**creating sustainability’.Learner discussion and Q&A.Group discussion: Discuss and constructively feedback on the presentations and their content. | **PowerPoint Presentation 11**  |
| 30 | Main body of lesson:* Identify the main costs associated with a hospitality business
* Identify ways to reduce costs in a hospitality business
 | Activity: Split the class into smaller groups or individuals, ask them suggest ideas on how they would reduce staff costs in a restaurant. Individual or group to present their ideas the rest of the group. Encourage Q&A session after each presentation.Learners to complete **Worksheet 11** | Learners to discuss and constructively feedback on the presentations and their ideas on how they would reduce staff costs in a restaurant.Complete **Worksheet 11** | WhiteboardWorksheet 11 |
| 15 | Summary of session  | **Activity 1: 1-minute paper**: Learners to summarise the key points covered in the lesson. Encourage peer-to-peer reflection and feedback on the exercise. Direct the discussion, and identify any points not picked up by the learners. Group question and answer session: Ask individual learners oral questions specific to the topic. | Learner discussion and Q&A. |  |
| 5 | Next session | ExplainQ&A | Listen |  |

|  |
| --- |
| **How learning is to be measured:*** Oral questions and answers
* Activities and worksheets
 |
| **Homework/research work:** |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected
* Worse than expected
 |
| **Lesson evaluation/comments:*** Was the lesson better than expected
* As expected
* Worse than expected
 |
| **Suggestions/modifications for next lessons:** |