Unit 205: Professional workplace standards

# Sample lesson plan 3

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

**Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 5 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

**Lesson topic:** Be able to work as part of a team

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| **Aims**:   * By the end of the session the learner will be able to work as part of a team. | **Learning outcomes**:  To enable learners to:   * demonstrate a collaborative approach * apply good practice in dealing with colleagues. |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources** |
| --- | --- | --- | --- | --- |
| 5 | Registration and welcome | Take register. |  |  |
| 10 | Aims and objectives | Discuss the aims and objectives for the lesson. | Learner discussion and Q&A. | Whiteboard |
| 20 | 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. | Learner discussion and Q&A. | Whiteboard |
| 25 | Follow-up of pre-lesson preparation | Having set a preparation task in the previous session - Collect in the **Worksheet 1**: Apply professional workplace standards, this should be completed independently  Tutor to quickly scan over these and discuss with the class, highlighting any key findings and concerns.  Encourage Q&A session. | Learner discussion and Q&A. |  |
| 30 | Introduction task 1 | Outline the focus of the lesson to include working as part of a team.  Encourage Q&A and discussion in order to engage and develop ideas and thinking which will help with the completion of this unit. | Learner discussion and Q&A. | Whiteboard |
| 30 | Introduction task 2 | Split the class into smaller groups and ask them to list on a whiteboard what they think are good practices when dealing with colleagues. Ask each group to draw on any personal experiences they may have had. | List on the whiteboard what they think are good practices when dealing with colleagues. | Whiteboard |
| 50 | Main body of lesson | Deliver **PowerPoint presentation 3:** Work as part of a group. | Learner discussion and Q&A. | **PowerPoint presentation 3:** Work as part of a group |
| 40 | Main body of lesson | Put the learners into groups and ask them to identify examples of jobs or recreational activities that require teamwork.  Set a time limit of 20 minutes. Discuss/fill gaps as a class. | Group discussion: Describe the findings from each group: Identify examples of jobs or recreational activities that require teamwork. | Whiteboard |
| 50 | Main body of lesson | Put the learners into groups. Each group is asked if they agree with the following statement: ‘When morale is high, it leads to better productivity, which leads to better results. Ask learners to identify and list why they agree or disagree. Set a time limit of 30 minutes. Discuss/fill gaps as a class. | Group discussion: Describe the findings from each group. |  |
| 20 | Summary of session | **Activity 2**: 1-minute paper. Learners to summarise the key learning 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. |  |

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| **How learning is to be measured**   * Oral questions and answers * End of unit synoptic assignment externally set, internally marked and externally moderated (City & Guilds set).   **Opportunities for embedding core skills:**   * The use of research skills using IT * Basic English speaking and listening * Basic writing skills to include spelling. | |
| **Homework/research work:**   * Leaner to complete **Worksheet 3:** Organisational skills wordsearch. To be completed individually and submitted at the next session. | |
| **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** | |