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.
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| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
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| 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 independentlyTutor 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.
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| **Homework/research work:*** Leaner to complete **Worksheet 3:** Organisational skills wordsearch. To be completed individually and submitted at the next session.
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| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected,
* Worse than expected
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| **Lesson evaluation/comments:*** Was the lesson better than expected
* As expected,
* Worse than expected.
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| **Suggestions/modifications for next lessons** |