Unit 205: Professional workplace standards

# Sample lesson plan 4

**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:   * take responsibility within their own role * provide constructive support to colleagues * provide constructive feedback to colleagues. |

| **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. |  | Whiteboard |
| 25 | Follow-up of pre-lesson preparation | Having set a preparation task in the previous session: **Worksheet 3:** Organisational skills wordsearch, tutor to review these and discuss with the class, highlighting any key findings and concerns. Encourage Q&A session. | Q&A review of **Worksheet 3** | Worksheet 3 |
| 20 | 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 |
| 40 | Introduction task 2 | Split the class into smaller groups and ask them to list on a whiteboard what they think are the benefits when staff take responsibility in their own role. | List on the whiteboard examples of what they think are benefits when staff take responsibility in their own role. | Whiteboard |
| 60 | Main body of lesson | Deliver **PowerPoint presentation 4:** Work as part of a team. | Learner discussion and Q&A. | **PowerPoint presentation 4** |
| 80 | Main body of lesson | Identify four volunteers from the group, to carry out the role play feedback task **Activity 4**: Find the ball. Set a time limit of 60 minutes. Discuss/fill gaps as a class**.** | Carry out **Activity 4**.  Group discussion: Discuss the importance of constructive feedback following the roleplay | Whiteboard  **Activity 4** |
| 30 | 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:**   * Learner to research using the internet an example of a ‘fake review’ on a hospitality business, to be presented and discussed at 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** | |