Unit 302: Supervise and monitor own section

# Sample lesson plan 1

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

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 8 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Setting goals and targets to manage own section

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| **Aims**: * To develop an understanding of the information to check when planning for food production and service
* To develop planning skills for food production and service
* To be able to carry out team briefings
 | **Learning outcomes**To enable learners to understand how to:* check service information required to plan for food production and service
* create a plan for food production and service
* conduct a team briefing ready for food production and service.
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| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 2 hours | Goals and targets:* meanings
* differences
* purpose
 | Registration and introduction to the unit aims and objectives.Facilitate class discussion on the meaning of goals and targets to establish the differences and purpose.Present **PowerPoint 1** to confirm meanings, differences and purpose.Introduce individual **Activity 1** – personal goals and targets.Introduce small group **Activity 2** – goals and targets for supervising a section in the kitchen.Introduce small group **Activity 3** – planning information.Introduce individual **Activity 4** – requirements of information.Issue **Handout 1** | Listen and ask questions.Participate in class discussion.Complete **Activities 1 and 3** independently.Share personal goals and targetsContribute to group **Activities 3 and 4.**Read **Handout 1** | PowerPoint presentation 1Handout 1Activity 1, 2, 3 and 4 |
| 2 hours | Planning for food production and service | Facilitate class discussion on planning considerations and requirements for food production and service.Present **PowerPoint 1** to confirm considerations and requirements.Introduce small group **Activity 4** on identifying information required to aid planning.Introduce individual **Activity 5** – plans for production and service, supporting individuals by providing formative feedback to develop ideas.  | Listen and ask questions.Participate in class discussion.Complete **Activity 5** independently.Sharing ideas on planning information.Contribute to group **Activity 4.** | PowerPoint presentation 1Activities 4 and 5 |
| 3 hours | Team briefings | Introduce **Activity 6** – quiz on briefings.Facilitate class discussion on briefings to establish:- types- purposeIntroduce individual **Activity 7** – information required for:- pre-production briefings- pre-service briefing- post service de-brief.Introduce small group activity to develop ideas on information required for briefings.Introduce individual **Activity 8** – preparing a briefing and role playing.Issue **Worksheet 1** | Listen and ask questions.Participate in class discussion.Complete **Activities 6, 7 and 8** independently.Sharing ideas on information required for briefings.Contribute to group activity to produce a definitive list of information for briefings.Role play a prepared briefing to peer groups. Peer assess role plays.Complete **Worksheet 1** | PowerPoint presentation 1Activities 6, 7 and 8 Worksheet 1 |

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| **How learning is to be measured:*** Q&A during the session
* Completion of **Activities 1–8 and Worksheet 1**
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| **Homework/research work:*** Review Worksheet 1 and class notes
* Read **Handout 1** to reinforce learning and understanding of planning.
* Reflect on briefing skills and how to develop them.
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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:** |
| **Suggestions/modifications for next lessons:** |