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

|  |  |
| --- | --- |
| **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. |

| **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 targets  Contribute to group **Activities 3 and 4.**  Read **Handout 1** | PowerPoint presentation 1  Handout 1  Activity 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 1  Activities 4 and 5 |
| 3 hours | Team briefings | Introduce **Activity 6** – quiz on briefings.  Facilitate class discussion on briefings to establish: - types - purpose  Introduce 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 1  Activities 6, 7 and 8  Worksheet 1 |

|  |  |
| --- | --- |
| **How learning is to be measured:**   * Q&A during the session * Completion of **Activities 1–8 and Worksheet 1** | |
| **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. | |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected * As expected * Worse than expected |
| **Lesson evaluation/comments:** | |
| **Suggestions/modifications for next lessons:** | |