

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: <ul style="list-style-type: none"> 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.	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

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
		Issue Handout 1		
2 hours	Planning for food production and service	<p>Facilitate class discussion on planning considerations and requirements for food production and service.</p> <p>Present PowerPoint 1 to confirm considerations and requirements.</p> <p>Introduce small group Activity 4 on identifying information required to aid planning.</p> <p>Introduce individual Activity 5 – plans for production and service, supporting individuals by providing formative feedback to develop ideas.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussion.</p> <p>Complete Activity 5 independently.</p> <p>Sharing ideas on planning information.</p> <p>Contribute to group Activity 4.</p>	<p>PowerPoint presentation 1</p> <p>Activities 4 and 5</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
3 hours	Team briefings	<p>Introduce Activity 6 – quiz on briefings.</p> <p>Facilitate class discussion on briefings to establish:</p> <ul style="list-style-type: none"> - types - purpose <p>Introduce individual Activity 7 – information required for:</p> <ul style="list-style-type: none"> - pre-production briefings - pre-service briefing - post service de-brief. <p>Introduce small group activity to develop ideas on information required for briefings.</p> <p>Introduce individual Activity 8 – preparing a briefing and role playing.</p> <p>Issue Worksheet 1</p>	<p>Listen and ask questions.</p> <p>Participate in class discussion.</p> <p>Complete Activities 6, 7 and 8 independently.</p> <p>Sharing ideas on information required for briefings.</p> <p>Contribute to group activity to produce a definitive list of information for briefings.</p> <p>Role play a prepared briefing to peer groups.</p> <p>Peer assess role plays.</p> <p>Complete Worksheet 1</p>	<p>PowerPoint presentation 1</p> <p>Activities 6, 7 and 8</p> <p>Worksheet 1</p>

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:**