

Unit 303: Contribute to business success

Sample lesson plan 3

Course number: _____ Course title: _____

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 16 hours Room: _____

Lesson topic: Contributing to effective management of resources with a budget

Aims:

- To gain understanding of information required to support planning and managing resources
- To develop an understanding of the purpose of budgets
- To gain an understanding different kitchen budgets
- To develop an understanding of how to meet budgetary demands
- To develop an understanding of how a kitchen contributes to the performance and profitability of an organisation
- To develop an understanding of new business ideas can be developed by the kitchen team
- To gain an understanding of how a chef de partie can contribute to the recruitment process
- To develop an understanding of how training and development support the retention of staff.

Learning outcomes:

To enable learners to:

- describe different types of information required to support planning and managing resources
- explain the purpose of a budget
- describe different budgets used within a professional kitchen
- explain how to contribute towards meeting budget demands
- describe how the kitchen contributes to the performance and profitability of the organisation
- explain methods to encourage development of new business ideas within kitchen operations
- explain how a chef de partie can contribute to successful recruitment practices
- explain how training and development practices support the retention of staff.

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2.5 hours	Information required to support planning and managing resources	<p>Facilitate class discussion on resources managed by a chef de partie:</p> <ul style="list-style-type: none"> - physical - human. <p>Present PowerPoint 3 on physical and human resources.</p> <p>Introduce small group activity to identify information required and sources to manage resources.</p> <p>Present PowerPoint 3 on information required to manage resources.</p> <p>Introduce individual Activity 11 – how information is used.</p> <p>Introduce individual Activity 12 – case study.</p> <p>Issue Handout 5.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activities 11 and 12 independently.</p> <p>Share ideas for on managing human resources.</p> <p>Read Handout 5.</p>	<p>PowerPoint presentation 3</p> <p>Activities 11 and 12</p> <p>Handout 5</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1.5 hours	Purpose of a budget	<p>Facilitate class discussion on purpose of budgets.</p> <p>Present PowerPoint 3 on the purpose of budgets.</p> <p>Introduce individual Activity 13 – operational budgets</p> <p>Issue Handout 6.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 13 independently.</p> <p>Share ideas on budgets.</p> <p>Read Handout 6.</p>	<p>PowerPoint presentation 3</p> <p>Activity 13</p> <p>Handout 6</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Different budgets used in a professional kitchen	<p>Introduce individual Activity 14 –</p> <ul style="list-style-type: none">- financial terminology- operational costs. <p>Facilitate class discussion on different types of budgets.</p> <p>Present PowerPoint 3 on different types of budgets.</p> <p>Introduce small group activity to establish how each type of budget is used.</p> <p>Facilitate groups sharing ideas.</p>	<p>Complete Activity 14 independently.</p> <p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Share ideas for on how different budgets are used.</p>	<p>PowerPoint presentation 3</p> <p>Activity 14</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How to contribute towards meeting budget demands	<p>Facilitate class discussion on how a chef de partie contributes towards meeting budget demands.</p> <p>Present PowerPoint 3 on methods of contribution.</p> <p>Introduce individual Activity 15 on contributing to meeting budgets.</p> <p>Introduce small group activity to share suggestion from Activity 15.</p> <p>Facilitate sharing of ideas and class discussion on outcomes.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 15 independently.</p> <p>Share ideas for on how and when a chef de partie contributes to meeting budgets.</p> <p>Contribute to group activities.</p>	<p>PowerPoint presentation 3</p> <p>Activity 15</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How the kitchen contributes to the performance and profitability of the organisation	<p>Introduce small group activity to establish how a kitchen contributes to:</p> <ul style="list-style-type: none"> - business performance - business profitability. <p>Present PowerPoint 3 on contributing to performance and profitability.</p> <p>Introduce individual Activity 16 – contributing to profitability.</p> <p>Facilitate class discussion on outcomes of Activity 16.</p> <p>Introduce individual Activity 17 – procedures for supporting business performance and profitability.</p> <p>Facilitate small group activity to share ideas on supporting business performance and profitability.</p>	<p>Listen and ask questions.</p> <p>Complete Activities 16 and 17 independently.</p> <p>Share ideas for on supporting business performance and profitability.</p> <p>Participate in class discussions.</p>	<p>PowerPoint presentation 3</p> <p>Activities 16 and 17</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Methods to encourage development of new business ideas within kitchen operations	<p>Facilitate class discussion on developing new business ideas including benefits to the business, team, individuals and customers.</p> <p>Introduce individual Activity 18 – encouraging new business ideas.</p> <p>Introduce small group activity to discuss suggestion and feasibility of business ideas.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 18 independently.</p> <p>Share ideas for on encouraging new business ideas.</p>	<p>PowerPoint presentation 3</p> <p>Activity 18</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How a chef de partie can contribute to recruitment practices	<p>Facilitate class discussion on recruitment and selection process.</p> <p>Present power point slides on recruiting staff and how a chef de partie can contribute.</p> <p>Introduce individual Activity 19 – recruitment terminology quiz.</p> <p>Facilitate sharing responses to quiz and discussions.</p> <p>Introduce small group activity to identify recruitment sources.</p> <p>Introduce individual Activity 20 – purpose of recruitment process.</p> <p>Introduce individual Activity 21 – planning an induction.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activities 19, 20 and 21 independently.</p> <p>Share ideas on recruitment.</p> <p>Contribute to group activities.</p>	<p>PowerPoint presentation 3</p> <p>Activities 19, 20 and 21</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How training and development practices support the retention of staff	<p>Facilitate class discussion on training and development:</p> <ul style="list-style-type: none"> - benefits to the individual - benefits to the team - benefits to the business. <p>Present PowerPoint 3 on benefits of training and development.</p> <p>Introduce small group activity to types of training and development activities.</p> <p>Facilitate groups presenting ideas.</p> <p>Introduce individual Activity 22 – training and development activities to support staff retention.</p> <p>Issue Worksheet 2.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activities 19, 20 and 21 independently.</p> <p>Share ideas on recruitment.</p> <p>Contribute to group activities.</p>	<p>PowerPoint presentation 3</p> <p>Activity 22</p> <p>Worksheet 2</p>

How learning is to be measured:

- Q&A during the session
- Completion of **Activities 11– 22** and **Worksheet 2**.

Homework/research work:

- Review **Worksheet 2** and class notes.
- Read **Handouts 5 and 6** to reinforce learning and understanding of managing resources and budgets.

Lesson evaluation

(delete as appropriate)

- Was the lesson better than expected
- As expected
- Worse than expected

Lesson evaluation/comments:**Suggestions/modifications for next lessons:**