Unit 303: Contribute to business success

# Sample lesson plan 4

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

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 14 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Delivering skills training in own section

|  |  |
| --- | --- |
| **Aims**: * To gain understanding of importance of staff training
* To develop an understanding of the benefits of on-job training
* To develop an understanding of methods used to identify staff training needs
* To develop an understanding of a structured training plan
* To gain an understanding of the content of a training plan
* To gain an understanding of the factors to be considered when planning training
* To gain an understanding of the training records
* To develop an understanding of the methods used to monitor the progress of training.
 | **Learning outcomes**: To enable learners to:* state the importance of staff training
* describe the benefits of an on-job training
* explain methods of identifying staff training needs
* explain the importance of a structured training plan
* identify the content of a training plan
* describe the planning considerations for training session
* state the different types of training records
* describe methods of monitoring the progress of training.
 |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 2 hours | Importance of staff training | Introduction to training with presentation of **PowerPoint 4.**Facilitate class discussion on training requirements for the kitchen team, importance to:- the business- the team- the individual.Introduce individual **Activity 23** – quiz on training statements.Introduce small group activity to establish:- importance of training- consequences of training not being provided.Facilitation of group presentations and discussion on outcome of activity.Presentation of **PowerPoint 4** on importance of training.Issue **Handout 7.** | Listen and ask questions.Participate in class discussions.Complete **Activity 23** independently.Share ideas for on importance of raining.Contribute to group activities.Reading **Handout 7**. | PowerPoint presentation 4Activity 23Handout 7 |
| 1 hour | Benefits of on-job training | Facilitate class discussion on what is meant by on-job training and how it can be used in a kitchen.Present **PowerPoint 4** on on-job training.Introduce small group activity to identify the benefits of on-job training.Introduce individual **Activity 24** – examples of on-job training.Facilitate role play for delivering on-job training.  | Listen and ask questions.Participate in class discussions.Contribute to group activities.Complete **Activity 24** independently.Participate in role play. | PowerPoint presentation 4Activity 24 |
| 2 hours | Methods of identifying training needs | Introduce individual **Activity 25** – true or false statements.Introduce small group activity to establish:- why training may be required by a kitchen teammethods used to identify training needs.Facilitate class discussion to share ideas from group activity. Present **PowerPoint 4** on identifying training needs.Introduce individual **Activity 26** – identifying training needs. Facilitate sharing of ideas for further discussion. | Listen and ask questions.Complete **Activities 25 and 26** independently.Contribute to group activities.Participate in class discussions.Share ideas for on training needs. | PowerPoint presentation 4Activities 25 and 26Handout 8  |
|  2 hours  | Importance of structured training plans | Facilitate class discussion on what is meant by a structured training plan.Presentation of **PowerPoint 4** on structured training plans.Introduce small group activity to establish why structured training plans are important to:- the individual- the team- the business. Facilitate presentation of ideas to peer groups for further discussion.Introduce **Activity 27** – importance of training plans. | Listen and ask questions.Participate in class discussions.Contribute to group activities.Complete **Activity 27** independently.Share ideas for on structured training plans. | PowerPoint presentation 4Activity 27  |
| 2 hours | Content of a training plan | Introduce small group activity to research the content of a training plan.Facilitate group presentations on suggestions for templates/information with justifications.Facilitate class discussion on outcomes of group activity.Present **PowerPoint 4** on training plan information.Introduce individual **Activity 28** – producing training plans.Facilitate sharing of completed plans for comparison and evaluation.Issue **Handout 11.** | Listen and ask questions.Contribute to group activities and presentations.Participate in class discussions.Complete **Activity 28** independently.Share, compare and evaluate completed plans.Read **Handout 11.** | PowerPoint presentation 4Activity 28Handout 11  |
| 2 hours | Planning considerations for training sessions | Introduce small group activity to establish training considerations for a training session.Facilitate sharing ideas with peer group for discussion.Present PowerPoint 4 on considerations for training sessions.Introduce individual **Activity 29** – planning considerations.Facilitate sharing ideas with peers for discussion.Introduce individual **Activity 30** – planning considerations for a training session.Issue **Handouts 9 and 10.** | Listen and ask questions.Contribute to group activities sharing ideas with peer groups.Participate in class discussions.Complete **Activities 29 and 30** independently.Share ideas on planning considerations for a training session.Read **Handouts 9 and 10.** | PowerPoint presentation 4Activities 2 and 30Handouts 9 and 10  |
| 1 hour | Different types of training records | Introduce small group activity to identify different types of training records:- purpose- benefits.Facilitate class discussion on outcomes of group activity to develop ideas.Present **PowerPoint 4** on training records.Introduce individual **Activity 31** – training records.Facilitate sharing of ideas to discuss and develop. | Listen and ask questions.Contribute to group activities.Participate in class discussions.Complete **Activity 31** independently.Share ideas for on training records. | PowerPoint presentation 4Activity 31  |
| 2 hours | Methods of monitoring the progress of training | Facilitate class discussion on monitoring the progress of training.Introduce small group activity to identify reasons for monitoring, when monitoring should take placeand methods used for monitoring. Present **PowerPoint 4** on monitoring progress of training.Introduce individual **Activity 32** on monitoring the progress of training.Issue **Worksheet 3**. | Listen and ask questions.Participate in class discussions.Complete **Activities 1 and 2** independently.Share ideas for on legislations and responsibilities.Contribute to group activities.Complete **Worksheet 3** independently. | PowerPoint presentation 4Activity 32Worksheet 3 |

|  |
| --- |
| **How learning is to be measured:*** Q&A during the session
* Completion of **Activities 23– 32** and **Worksheet 3.**
 |
| **Homework/research work:*** Review Worksheet 3 and class notes.
* Read handouts to reinforce learning and understanding of training.
 |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected
* Worse than expected
 |
| **Lesson evaluation/comments:** |
| **Suggestions/modifications for next lessons:** |