

Unit 205: Professional workplace standards

Sample lesson plan 3

Course number: _____ Course title: _____

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 5 hours Room: _____

Lesson topic: Be able to work as part of a team

Aims:

- By the end of the session the learner will be able to work as part of a team.

Learning outcomes:

To enable learners to:

- demonstrate a collaborative approach
- apply good practice in dealing with colleagues.

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
5	Registration and welcome	Take register.		
10	Aims and objectives	Discuss the aims and objectives for the lesson.	Learner discussion and Q&A.	Whiteboard
20	Recap previous session	Briefly recap on summary from previous class. Direct questions to the class recalling knowledge from previous lesson. Discuss any follow up points or questions the learners may have from previous lesson.	Learner discussion and Q&A.	Whiteboard
25	Follow-up of pre-lesson preparation	Having set a preparation task in the previous session - Collect in the Worksheet 1 : Apply professional workplace standards, this should be completed independently Tutor to quickly scan over these and discuss with the class, highlighting any key findings and concerns. Encourage Q&A session.	Learner discussion and Q&A.	

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
30	Introduction task 1	Outline the focus of the lesson to include working as part of a team. Encourage Q&A and discussion in order to engage and develop ideas and thinking which will help with the completion of this unit.	Learner discussion and Q&A.	Whiteboard
30	Introduction task 2	Split the class into smaller groups and ask them to list on a whiteboard what they think are good practices when dealing with colleagues. Ask each group to draw on any personal experiences they may have had.	List on the whiteboard what they think are good practices when dealing with colleagues.	Whiteboard
50	Main body of lesson	Deliver PowerPoint presentation 3: Work as part of a group.	Learner discussion and Q&A.	PowerPoint presentation 3: Work as part of a group
40	Main body of lesson	Put the learners into groups and ask them to identify examples of jobs or recreational activities that require teamwork. Set a time limit of 20 minutes. Discuss/fill gaps as a class.	Group discussion: Describe the findings from each group: Identify examples of jobs or recreational activities that require teamwork.	Whiteboard

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
50	Main body of lesson	Put the learners into groups. Each group is asked if they agree with the following statement: 'When morale is high, it leads to better productivity, which leads to better results. Ask learners to identify and list why they agree or disagree. Set a time limit of 30 minutes. Discuss/fill gaps as a class.	Group discussion: Describe the findings from each group.	
20	Summary of session	<p>Activity 2: 1-minute paper. Learners to summarise the key learning covered in the lesson.</p> <p>Encourage peer-to-peer reflection and feedback on the exercise. Direct the discussion, and identify any points not picked up by the learners.</p> <p>Group question and answer session: Ask individual learners oral questions specific to the topic.</p>	Learner discussion and Q&A.	

How learning is to be measured

- Oral questions and answers
- End of unit synoptic assignment externally set, internally marked and externally moderated (City & Guilds set).

Opportunities for embedding core skills:

- The use of research skills using IT
- Basic English speaking and listening
- Basic writing skills to include spelling.

Homework/research work:

- Learner to complete **Worksheet 3**: Organisational skills wordsearch. To be completed individually and submitted at the next session.

Lesson evaluation

(delete as appropriate)

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

Lesson evaluation/comments:

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

Suggestions/modifications for next lessons