

Unit 205: Professional workplace standards

Sample lesson plan 4

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:

- take responsibility within their own role
- provide constructive support to colleagues
- provide constructive feedback to 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.		Whiteboard
25	Follow-up of pre-lesson preparation	Having set a preparation task in the previous session: Worksheet 3: Organisational skills wordsearch, tutor to review these and discuss with the class, highlighting any key findings and concerns. Encourage Q&A session.	Q&A review of Worksheet 3	Worksheet 3

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
20	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
40	Introduction task 2	Split the class into smaller groups and ask them to list on a whiteboard what they think are the benefits when staff take responsibility in their own role.	List on the whiteboard examples of what they think are benefits when staff take responsibility in their own role.	Whiteboard
60	Main body of lesson	Deliver PowerPoint presentation 4: Work as part of a team.	Learner discussion and Q&A.	PowerPoint presentation 4
80	Main body of lesson	Identify four volunteers from the group, to carry out the role play feedback task Activity 4: Find the ball. Set a time limit of 60 minutes. Discuss/fill gaps as a class.	Carry out Activity 4. Group discussion: Discuss the importance of constructive feedback following the roleplay	Whiteboard Activity 4

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
30	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: <ul style="list-style-type: none">• Learner to research using the internet an example of a 'fake review' on a hospitality business, to be presented and discussed at next session.	
Lesson evaluation (delete as appropriate)	<ul style="list-style-type: none">• Was the lesson better than expected• As expected• Worse than expected
Lesson evaluation/comments: <ul style="list-style-type: none">• Was the lesson better than expected• As expected• Worse than expected	
Suggestions/modifications for next lessons	