

Unit 206: Understand own role in self-development

Sample lesson plan 2

Course number: _____ Course title: _____

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 3 hours Room: _____

Lesson topic:

Aims:

By the end of the lesson the learner will know:

- sources of information on development opportunities
- methods of reviewing personal knowledge and skills development plan.

Learning outcomes:

To enable learners to understand:

- how to develop own professional skills and knowledge.

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
5	Registration and welcome	Take register.		
20	Recap previous session: Professional development	<p>Task learners to list on a whiteboard the definition of professional development and the definition of knowledge, skills and behaviour and qualities.</p> <p>This would work well as a card game – learners can decide if the information provided on the card is a skill, quality, behaviour or knowledge and group them correctly.</p> <p>Discuss any follow up points or questions the learners may have from previous lesson</p>	Learners to list on a whiteboard the definition of professional development and the definition of knowledge, skills and behaviour and qualities.	Whiteboard
20	Follow-up of pre-lesson preparation: Professional development	Having set a preparation task in the previous session (case study), select individual learners to present their cases studies and their findings to the rest of the group. Encourage Q&A session after each presentation	<p>Individual learners to present their cases studies and their findings to the rest of the group.</p> <p>Learner discussion and Q&A.</p>	
5	Aims and objectives	Discuss the aims and objectives for the lesson.	Learner discussion and Q&A.	Whiteboard

20	<p>Introductory task 1: Know how to develop own professional skills and knowledge</p>	<p>Outline the focus of the lesson to include:</p> <ul style="list-style-type: none"> • sources of information on development opportunities • methods of reviewing personal knowledge and skills development plan. <p>Encourage Q&A and discussion in order to engage and develop ideas and thinking which will help with the completion of this unit.</p>	Learner discussion and Q&A.	Whiteboard
30	<p>Introductory task 2: Know how to develop own professional skills and knowledge</p>	<p>Split the class into smaller groups, ask them to research using the internet, methods available to develop own professional skills and knowledge and to be prepared to present back to the rest of the class.</p> <p>Encourage Q&A and discussion in order to engage and develop ideas and thinking which will help with the completion of this unit</p>	<p>Research using the internet methods available to develop own professional skills and knowledge.</p> <p>Individual groups to present their thoughts to the rest of the group. Encourage Q&A session after each presentation.</p>	IT

40 minutes	<p>Main body of lesson:</p> <ul style="list-style-type: none"> Sources of information on development opportunities Methods of reviewing personal knowledge and skills development plan. 	<p>Activity 6: Put the learners into groups, ask them to research using the internet, what is meant by positive and constructive feedback and how this can be used to support their professional development. Set a time limit of 20 minutes. Discuss/fill gaps as a class.</p> <p>Select individual groups to present their thoughts to the rest of the group. Encourage Q&A session after each presentation.</p> <p>Deliver PowerPoint Presentation 2: Know how to develop own professional skills and knowledge - Part 2</p> <ul style="list-style-type: none"> Sources of information on development opportunities Methods of reviewing personal knowledge and skills development plan <p>Encourage Q&A and discussion in order to engage and develop ideas and thinking which will help with the completion of this unit</p>	<p>Activity 6: Learners in groups to research and list using the internet, what is meant by positive and constructive feedback and how this can be used to support their professional development.</p> <p>Individual groups to present their thoughts to the rest of the group.</p> <p>Learner discussion and Q&A.</p>	<p>IT</p> <p>Whiteboard</p> <p>Activity 6</p> <p>PowerPoint Presentation 2</p>
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20 Minutes	Main Body of lesson: Sources of information on development opportunities Methods of reviewing personal knowledge and skills development plan	Activity 7: Interviews – Facilitate a feedback scenario in which the learner is getting positive and constructive feedback from their line manager about their performance. The tutor is to use Set a time limit of 20 minutes. Discuss/fill gaps as a class.	Activity 7: Selected learners participate in interview scenarios. Learner discussion and Q&A.	Activity 7
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How learning is to be measured <ul style="list-style-type: none">• Oral Questions and Answers• End of Unit Assessment (City and Guilds Set)	
Homework/research work <ul style="list-style-type: none">• Provide Worksheet 2: Professional Development, to be completed independently and handed in the tutor at the next session.	
Lesson evaluation	<ul style="list-style-type: none">• Was the lesson better than expected• As expected• Worse than expected
Lesson evaluation/comments	
Suggestions/modifications for next lessons	