Unit 301: Developing opportunities for progression in the culinary industry

# Sample lesson plan 4

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

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 5 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Completing own professional knowledge and skills development.

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| **Aims**: * To gain an understanding of how to identify own strengths and weaknesses
* To develop the skills for developing a personal development plan
* To be able to identify and complete personal development activities
* To gain an understanding of how to evaluate own performance.
 | **Learning outcome 4**: To enable learners to:* understand own strengths and weaknesses using SWOT
* develop a personal development plan to improve knowledge and skills
* undertake personal development activities
* evaluate performance.
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| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 10 mins | Registration |  |  |  |
| 10 mins | Lesson introduction | Tutor to present | Q&A |  |
| 90 mins | Identifying own strengths and weaknesses using SWOT | Introduction to completing professional knowledge and skills development* CPD cycle
* procedures
* documentation
* frequency
* measures.

Issue individual **Activities 7** and **8** to complete a personal SWOT analysis and training needs analysis.Support learners with completion of the documentation, providing feedback. | Listen and ask questionsComplete **Activity 7** SWOT analysis independently based on kitchen knowledge and skills.Complete of training needs analysis, researching opportunities and activities available for personal development.  | PowerPoint presentation 4Activity 7Activity 8 |
| 90 mins | Develop a personal development plan to improve knowledge and skills | Introduce personal development plan template with suggestions on information to include.Issue **Activity 9** personal development planning to be completed individually.Support learners through one-to-one discussion on planning their development and how it can be achieved. | Listen and answer questions.Complete **Activity 9** independently (personal development plans to improve knowledge and skills).Engage in one-to-one discussions with tutor to develop plans. | PowerPoint presentation 4Activity 9 |
| 90 mins | Undertaking personal development activities | Facilitate group discussion on planning activities identified in personal development plans:* setting deadlines
* setting targets
* measuring success
* monitoring plans
* revising plans.

Support learners in reviewing personal development plans. | Listen and answer questions.Participate in discussions on planning activities.Complete activities where possible.Review/revise plans. | PowerPoint presentation 4 Activity 9  |
| 60 mins | Evaluating performance | Present **PowerPoint 4** on evaluating performance.Facilitate group discussion on evaluating performance.Support learners in evaluating outcomes of personal development plans.Review the unit and learning outcomes. | Listen and answer questions.Participate in group discussion.Evaluate personal development outcomes.Reflect on outcomes and personal levels of learning. | PowerPoint presentation 4 Activity 9  |

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| **How learning is to be measured:*** Q&A during the session
* Completion of activities, SWOT analysis, training needs analysis and personal development plan.
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| **Homework/research work:*** Review class notes.
* Research development activities to support planning personal development planning.
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| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected
* As expected
* Worse than expected
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| **Lesson evaluation/comments** |
| **Suggestions/modifications for next lessons** |