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. |

| **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 questions  Complete **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 4  Activity 7  Activity 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 4  Activity 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. | |
| **Homework/research work:**   * Review class notes. * Research development activities to support planning personal development planning. | |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected * As expected * Worse than expected |
| **Lesson evaluation/comments** | |
| **Suggestions/modifications for next lessons** | |