

Unit 302: Supervise and monitor own section

Sample lesson plan 1

Course number: _____ Course title: _____

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 8 hours Room: _____

Lesson topic: Setting goals and targets to manage own section

<p>Aims:</p> <ul style="list-style-type: none"> • To develop an understanding of the information to check when planning for food production and service • To develop planning skills for food production and service • To be able to carry out team briefings 	<p>Learning outcomes</p> <p>To enable learners to understand how to:</p> <ul style="list-style-type: none"> • check service information required to plan for food production and service • create a plan for food production and service • conduct a team briefing ready for food production and service.
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Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	<p>Goals and targets:</p> <ul style="list-style-type: none"> • meanings • differences • purpose 	<p>Registration and introduction to the unit aims and objectives.</p> <p>Facilitate class discussion on the meaning of goals and targets to establish the differences and purpose.</p> <p>Present PowerPoint 1 to confirm meanings, differences and purpose.</p> <p>Introduce individual Activity 1 – personal goals and targets.</p> <p>Introduce small group Activity 2 – goals and targets for supervising a section in the kitchen.</p> <p>Introduce small group Activity 3 – planning information.</p> <p>Introduce individual Activity 4 – requirements of information.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussion.</p> <p>Complete Activities 1 and 3 independently.</p> <p>Share personal goals and targets Contribute to group Activities 3 and 4.</p> <p>Read Handout 1</p>	<p>PowerPoint presentation 1</p> <p>Handout 1</p> <p>Activity 1, 2, 3 and 4</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
		Issue Handout 1		
2 hours	Planning for food production and service	<p>Facilitate class discussion on planning considerations and requirements for food production and service.</p> <p>Present PowerPoint 1 to confirm considerations and requirements.</p> <p>Introduce small group Activity 4 on identifying information required to aid planning.</p> <p>Introduce individual Activity 5 – plans for production and service, supporting individuals by providing formative feedback to develop ideas.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussion.</p> <p>Complete Activity 5 independently.</p> <p>Sharing ideas on planning information.</p> <p>Contribute to group Activity 4.</p>	<p>PowerPoint presentation 1</p> <p>Activities 4 and 5</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
3 hours	Team briefings	<p>Introduce Activity 6 – quiz on briefings.</p> <p>Facilitate class discussion on briefings to establish:</p> <ul style="list-style-type: none"> - types - purpose <p>Introduce individual Activity 7 – information required for:</p> <ul style="list-style-type: none"> - pre-production briefings - pre-service briefing - post service de-brief. <p>Introduce small group activity to develop ideas on information required for briefings.</p> <p>Introduce individual Activity 8 – preparing a briefing and role playing.</p> <p>Issue Worksheet 1</p>	<p>Listen and ask questions.</p> <p>Participate in class discussion.</p> <p>Complete Activities 6, 7 and 8 independently.</p> <p>Sharing ideas on information required for briefings.</p> <p>Contribute to group activity to produce a definitive list of information for briefings.</p> <p>Role play a prepared briefing to peer groups.</p> <p>Peer assess role plays.</p> <p>Complete Worksheet 1</p>	<p>PowerPoint presentation 1</p> <p>Activities 6, 7 and 8</p> <p>Worksheet 1</p>

<p>How learning is to be measured:</p> <ul style="list-style-type: none"> • Q&A during the session • Completion of Activities 1–8 and Worksheet 1 	
<p>Homework/research work:</p> <ul style="list-style-type: none"> • Review Worksheet 1 and class notes • Read Handout 1 to reinforce learning and understanding of planning. • Reflect on briefing skills and how to develop them. 	
<p>Lesson evaluation (delete as appropriate)</p>	<ul style="list-style-type: none"> • Was the lesson better than expected • As expected • Worse than expected
<p>Lesson evaluation/comments:</p>	
<p>Suggestions/modifications for next lessons:</p>	