Unit 302: Supervise and monitor own section

# Sample lesson plan 2

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

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 14 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Monitoring own section to deliver service standards

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| **Aims**: * To develop the knowledge and understanding to check own section for service
* To gain an understanding of how to confirm a section is prepared for service
* To demonstrate the skills to supervise a section in the kitchen
* To develop the skills to monitor a section during food production and service
* To develop the skills for providing feedback to a team
* To gain an understanding how to evaluate the monitoring process.
 | **Learning outcomes**To enable learners to understand how to:* check own section is prepared to produce food dishes
* confirm own section is prepared for service
* supervise activities to ensure the section produces food in line with the organisation’s standards
* conduct monitoring of own section during food production and service
* provide feedback to the team following food production and service
* evaluate the monitoring process.
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| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
| --- | --- | --- | --- | --- |
| 2 hours | Checking own section is prepared to produce dishes | RegistrationFacilitate class discussion onthe monitoring process and reasons for monitoring a section.Issue **Handout 2**Present **PowerPoint 2** on monitoring to consolidate.Introduce small group **Activity 9** on pre-production checks. | Listen and ask questions.Participate in class discussions.Complete **Activity 9.** Share ideas for checklists.Contribute to group activities.Read **Handouts 2, 3 and 4** | **PowerPoint presentation 2**Activity 9 Handouts 2, 3 and 4  |
| 2 hours | Confirming a section is prepared  | Introduce small group activity to identify areas to be monitoredPresent **PowerPoint 2** to consolidate information.Introduce individual **Activity 10** on confirming section is ready for service.Facilitate group sharing ideas from **Activity 10**. | Listen and ask questions.Participate in class discussionsComplete **Activity 10** independently.Share ideas for confirming section is ready. | **PowerPoint presentation 2**Activity 10. |
| 3 hours | Supervisory skills | Facilitate class discussion on supervisory skills required to manage a section.Present **PowerPoint 2** on supervisory skills.Introduce small group **Activity 11** – identifying supervisory skills for different scenarios.Introduce individual **Activity 12** – matching supervisory skills.Introduce individual **Activity 13** – positive and negative effects of supervision. | Listen and ask questions.Participate in class discussions.Complete **Activities 12 and 13.**Share ideas on matching supervisory skills and positive/negative impacts.Contribute to group **Activity 11**.Read **Handout 5** | **PowerPoint presentation 2**Activities 11, 12 and 13Handout 5 |
| 3 hours | Monitoring own section | Introduce small group discussion to identify the areas to be monitored by a chef de partie and reasons why.Present **PowerPoint 2** on monitoring to consolidate information.Introduce practical **Activity 14** – implementing monitoring plans.Facilitate group discussion on lessons learnt from practical activity. | Listen and ask questions.Participate in class discussions.Complete **Activity 14** independently.Feedback ideas on areas to be monitored.Contribute to group discussion.Complete practical activity in a working kitchen. | **PowerPoint presentation 2**Activity 14 |
| 2 hours | Providing feedback | Facilitate class discussion on feedback:- individual - team.Introduce small group **Activity 15** on de-briefing.Introduce individual **Activity 16** – planning feedback.Introduce role play element of **Activity 16**.  | Listen and ask questions.Participate in class discussions.Complete **Activity 16** independently.Contribute to small group **Activity 15.**Provide feedback to peers on role play activity. | Activities 15 and 16 |
| 2 hours | Evaluating the monitoring process | Facilitate class discussion on evaluating the monitoring process.Present **PowerPoint 2** to consolidate information.Introduce small group **Activity 17** – evaluating the monitoring process.Introduce individual activity to evaluate outcome from **Activity 14**.Facilitate class discussion on lessons learnt, areas for development.Issue **Worksheet 2** | Listen and ask questions.Participate in class discussions.Complete **Activity 17**.Contribute to small group activity.Complete **Worksheet 2** | **PowerPoint presentation 2**Activity 17Handout 6Worksheet 2 |

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| **How learning is to be measured:*** Q&A during the session
* Completion of **Activities 9–17** and **Worksheet 2.**
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| **Homework/research work:*** Review **Worksheet 2** and class notes.
* Read **Handout 2** to reinforce learning and understanding of monitoring, supervision and reviewing processes and procedures.
* Reflect on monitoring, supervision and evaluation skills and how to develop them.
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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:** |