

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

<p>Aims:</p> <ul style="list-style-type: none"> • 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. 	<p>Learning outcomes</p> <p>To enable learners to understand how to:</p> <ul style="list-style-type: none"> • 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	<p>Registration</p> <p>Facilitate class discussion on the monitoring process and reasons for monitoring a section.</p> <p>Issue Handout 2</p> <p>Present PowerPoint 2 on monitoring to consolidate.</p> <p>Introduce small group Activity 9 on pre-production checks.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 9.</p> <p>Share ideas for checklists.</p> <p>Contribute to group activities.</p> <p>Read Handouts 2, 3 and 4</p>	<p>PowerPoint presentation 2</p> <p>Activity 9</p> <p>Handouts 2, 3 and 4</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Confirming a section is prepared	<p>Introduce small group activity to identify areas to be monitored</p> <p>Present PowerPoint 2 to consolidate information.</p> <p>Introduce individual Activity 10 on confirming section is ready for service.</p> <p>Facilitate group sharing ideas from Activity 10.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions</p> <p>Complete Activity 10 independently.</p> <p>Share ideas for confirming section is ready.</p>	<p>PowerPoint presentation 2</p> <p>Activity 10.</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
3 hours	Supervisory skills	<p>Facilitate class discussion on supervisory skills required to manage a section.</p> <p>Present PowerPoint 2 on supervisory skills.</p> <p>Introduce small group Activity 11 – identifying supervisory skills for different scenarios.</p> <p>Introduce individual Activity 12 – matching supervisory skills.</p> <p>Introduce individual Activity 13 – positive and negative effects of supervision.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activities 12 and 13.</p> <p>Share ideas on matching supervisory skills and positive/negative impacts.</p> <p>Contribute to group Activity 11.</p> <p>Read Handout 5</p>	<p>PowerPoint presentation 2</p> <p>Activities 11, 12 and 13</p> <p>Handout 5</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
3 hours	Monitoring own section	<p>Introduce small group discussion to identify the areas to be monitored by a chef de partie and reasons why.</p> <p>Present PowerPoint 2 on monitoring to consolidate information.</p> <p>Introduce practical Activity 14 – implementing monitoring plans.</p> <p>Facilitate group discussion on lessons learnt from practical activity.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 14 independently.</p> <p>Feedback ideas on areas to be monitored.</p> <p>Contribute to group discussion.</p> <p>Complete practical activity in a working kitchen.</p>	<p>PowerPoint presentation 2</p> <p>Activity 14</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Providing feedback	<p>Facilitate class discussion on feedback:</p> <ul style="list-style-type: none"> - individual - team. <p>Introduce small group Activity 15 on de-briefing.</p> <p>Introduce individual Activity 16 – planning feedback.</p> <p>Introduce role play element of Activity 16.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 16 independently.</p> <p>Contribute to small group Activity 15.</p> <p>Provide feedback to peers on role play activity.</p>	Activities 15 and 16

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Evaluating the monitoring process	<p>Facilitate class discussion on evaluating the monitoring process.</p> <p>Present PowerPoint 2 to consolidate information.</p> <p>Introduce small group Activity 17 – evaluating the monitoring process.</p> <p>Introduce individual activity to evaluate outcome from Activity 14.</p> <p>Facilitate class discussion on lessons learnt, areas for development.</p> <p>Issue Worksheet 2</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 17.</p> <p>Contribute to small group activity.</p> <p>Complete Worksheet 2</p>	<p>PowerPoint presentation 2</p> <p>Activity 17</p> <p>Handout 6</p> <p>Worksheet 2</p>

How learning is to be measured:

- Q&A during the session
- Completion of **Activities 9–17** and **Worksheet 2**.

<p>Homework/research work:</p> <ul style="list-style-type: none"> • 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. 	
<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>	