Unit 303: Contribute to business success

# Sample lesson plan 3

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

 **Tutor’s name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Lesson length:** 16 hours **Room:** \_\_\_\_\_\_\_\_\_\_\_

 **Lesson topic:** Contributing to effective management of resources with a budget

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| **Aims**: * To gain understanding of information required to support planning and managing resources
* To develop an understanding of the purpose of budgets
* To gain an understanding different kitchen budgets
* To develop an understanding of how to meet budgetary demands
* To develop an understanding of how a kitchen contributes to the performance and profitability of an organisation
* To develop an understanding of new business ideas can be developed by the kitchen team
* To gain an understanding of how a chef de partie can contribute to the recruitment process
* To develop an understanding of how training and development support the retention of staff.
 | **Learning outcomes**: To enable learners to:* describe different types of information required to support planning and managing resources
* explain the purpose of a budget
* describe different budgets used within a professional kitchen
* explain how to contribute towards meeting budget demands
* describe how the kitchen contributes to the performance and profitability of the organisation
* explain methods to encourage development of new business ideas within kitchen operations
* explain how a chef de partie can contribute to successful recruitment practices
* explain how training and development practices support the retention of staff.
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| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources**  |
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| 2.5 hours | Information required to support planning and managing resources | Facilitate class discussion on resources managed by a chef de partie:- physical- human.Present **PowerPoint 3** on physical and human resources.Introduce small group activity to identify information required and sources to manage resources.Present **PowerPoint 3** on information required to manage resources.Introduce individual **Activity 11** – how information is used.Introduce individual **Activity 12** – case study.Issue **Handout 5.** | Listen and ask questions.Participate in class discussions.Contribute to group activities.Complete **Activities 11 and 12** independently.Share ideas for on managing human resources.Read **Handout 5.** | PowerPoint presentation 3Activities 11 and 12Handout 5 |
| 1.5 hours | Purpose of a budget | Facilitate class discussion on purpose of budgets.Present **PowerPoint 3** on the purpose of budgets.Introduce individual **Activity 13** – operational budgetsIssue **Handout 6.** | Listen and ask questions.Participate in class discussions.Complete **Activity 13** independently.Share ideas on budgets.Read **Handout 6**. | PowerPoint presentation 3Activity 13Handout 6 |
| 2 hours | Different budgets used in a professional kitchen | Introduce individual **Activity 14** – - financial terminology- operational costs.Facilitate class discussion on different types of budgets.Present **PowerPoint 3** on different types of budgets.Introduce small group activity to establish how each type of budget is used.Facilitate groups sharing ideas. | Complete **Activity 14** independently.Listen and ask questions.Participate in class discussions.Contribute to group activities.Share ideas for on how different budgets are used. | PowerPoint presentation 3Activity 14  |
| 2 hours | How to contribute towards meeting budget demands | Facilitate class discussion on how a chef de partie contributes towards meeting budget demands.Present **PowerPoint 3** on methods of contribution.Introduce individual **Activity 15** on contributing to meeting budgets. Introduce small group activity to share suggestion from **Activity 15**.Facilitate sharing of ideas and class discussion on outcomes. | Listen and ask questions.Participate in class discussions.Complete **Activity 15** independently.Share ideas for on how and when a chef de partie contributes to meeting budgets.Contribute to group activities. | PowerPoint presentation 3Activity 15  |
| 2 hours | How the kitchen contributes to the performance and profitability of the organisation | Introduce small group activity to establish how a kitchen contributes to:- business performance- business profitability.Present **PowerPoint 3** on contributing to performance and profitability.Introduce individual **Activity 16** – contributing to profitability.Facilitate class discussion on outcomes of **Activity 16**.Introduce individual **Activity 17** – procedures for supporting business performance and profitability.Facilitate small group activity to share ideas on supporting business performance and profitability. | Listen and ask questions.Complete **Activities 16 and 17** independently.Share ideas for on supporting business performance and profitability.Participate in class discussions. | PowerPoint presentation 3Activities 16 and 17  |
| 2 hours | Methods to encourage development of new business ideas within kitchen operations | Facilitate class discussion on developing new business ideasincluding benefits to the business, team, individuals and customers.Introduce individual **Activity 18** – encouraging new business ideas.Introduce small group activity to discuss suggestion and feasibility of business ideas. | Listen and ask questions.Participate in class discussions.Complete **Activity 18** independently.Share ideas for on encouraging new business ideas. | PowerPoint presentation 3Activity 18  |
| 2 hours | How a chef de partie can contribute to recruitment practices | Facilitate class discussion on recruitment and selection process.Present power point slides on recruiting staff and how a chef de partie can contribute.Introduce individual **Activity 19** – recruitment terminology quiz.Facilitate sharing responses to quiz and discussions. Introduce small group activity to identify recruitment sources.Introduce individual **Activity 20** – purpose of recruitment process.Introduce individual **Activity 21** – planning an induction. | Listen and ask questions.Participate in class discussions.Complete **Activities 19, 20 and 21** independently.Share ideas on recruitment.Contribute to group activities. | PowerPoint presentation 3Activities 19, 20 and 21  |
| 2 hours  | How training and development practices support the retention of staff | Facilitate class discussion on training and development:- benefits to the individual- benefits to the team- benefits to the business.Present **PowerPoint 3** on benefits of training and development.Introduce small group activity to types of training and development activities.Facilitate groups presenting ideas. Introduce individual **Activity 22** – training and development activities to support staff retention.Issue **Worksheet 2.** | Listen and ask questions.Participate in class discussions.Complete **Activities 19, 20 and 21** independently.Share ideas on recruitment.Contribute to group activities. | PowerPoint presentation 3Activity 22Worksheet 2  |

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| **How learning is to be measured:*** Q&A during the session
* Completion of **Activities 11– 22** and **Worksheet 2.**
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| **Homework/research work:*** Review **Worksheet 2** and class notes.
* Read **Handouts 5 and 6** to reinforce learning and understanding of managing resources and budgets.
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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:** |