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. |

| **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 3  Activities 11 and 12  Handout 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 budgets  Issue **Handout 6.** | Listen and ask questions.  Participate in class discussions.  Complete **Activity 13** independently.  Share ideas on budgets.  Read **Handout 6**. | PowerPoint presentation 3  Activity 13  Handout 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 3  Activity 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 3  Activity 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 3  Activities 16 and 17 |
| 2 hours | Methods to encourage development of new business ideas within kitchen operations | Facilitate class discussion on developing new business ideas including 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 3  Activity 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 3  Activities 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 3  Activity 22  Worksheet 2 |

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| **How learning is to be measured:**   * Q&A during the session * Completion of **Activities 11– 22** and **Worksheet 2.** | |
| **Homework/research work:**   * Review **Worksheet 2** and class notes. * Read **Handouts 5 and 6** to reinforce learning and understanding of managing resources and budgets. | |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected * As expected * Worse than expected |
| **Lesson evaluation/comments:** | |
| **Suggestions/modifications for next lessons:** | |