

## Unit 303: Contribute to business success

### Sample lesson plan 3

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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

**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
2.5 hours	Information required to support planning and managing resources	<p>Facilitate class discussion on resources managed by a chef de partie:                      - physical                      - human.</p> <p>Present <b>PowerPoint 3</b> on physical and human resources.</p> <p>Introduce small group activity to identify information required and sources to manage resources.</p> <p>Present <b>PowerPoint 3</b> on information required to manage resources.</p> <p>Introduce individual <b>Activity 11</b> – how information is used.</p> <p>Introduce individual <b>Activity 12</b> – case study.</p> <p>Issue <b>Handout 5</b>.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete <b>Activities 11 and 12</b> independently.</p> <p>Share ideas for on managing human resources.</p> <p>Read <b>Handout 5</b>.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activities 11 and 12</b></p> <p><b>Handout 5</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1.5 hours	Purpose of a budget	Facilitate class discussion on purpose of budgets.  Present <b>PowerPoint 3</b> on the purpose of budgets.  Introduce individual <b>Activity 13</b> – operational budgets  Issue <b>Handout 6</b> .	Listen and ask questions.  Participate in class discussions.  Complete <b>Activity 13</b> independently.  Share ideas on budgets.  Read <b>Handout 6</b> .	<b>PowerPoint presentation 3</b>  <b>Activity 13</b>  <b>Handout 6</b>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Different budgets used in a professional kitchen	<p>Introduce individual <b>Activity 14</b> –</p> <ul style="list-style-type: none"> <li>- financial terminology</li> <li>- operational costs.</li> </ul> <p>Facilitate class discussion on different types of budgets.</p> <p>Present <b>PowerPoint 3</b> on different types of budgets.</p> <p>Introduce small group activity to establish how each type of budget is used.</p> <p>Facilitate groups sharing ideas.</p>	<p>Complete <b>Activity 14</b> independently.</p> <p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Share ideas for on how different budgets are used.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activity 14</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How to contribute towards meeting budget demands	<p>Facilitate class discussion on how a chef de partie contributes towards meeting budget demands.</p> <p>Present <b>PowerPoint 3</b> on methods of contribution.</p> <p>Introduce individual <b>Activity 15</b> on contributing to meeting budgets.</p> <p>Introduce small group activity to share suggestion from <b>Activity 15</b>.</p> <p>Facilitate sharing of ideas and class discussion on outcomes.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete <b>Activity 15</b> independently.</p> <p>Share ideas for on how and when a chef de partie contributes to meeting budgets.</p> <p>Contribute to group activities.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activity 15</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How the kitchen contributes to the performance and profitability of the organisation	<p>Introduce small group activity to establish how a kitchen contributes to:</p> <ul style="list-style-type: none"> <li>- business performance</li> <li>- business profitability.</li> </ul> <p>Present <b>PowerPoint 3</b> on contributing to performance and profitability.</p> <p>Introduce individual <b>Activity 16</b> – contributing to profitability.</p> <p>Facilitate class discussion on outcomes of <b>Activity 16</b>.</p> <p>Introduce individual <b>Activity 17</b> – procedures for supporting business performance and profitability.</p> <p>Facilitate small group activity to share ideas on supporting business performance and profitability.</p>	<p>Listen and ask questions.</p> <p>Complete <b>Activities 16 and 17</b> independently.</p> <p>Share ideas for on supporting business performance and profitability.</p> <p>Participate in class discussions.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activities 16 and 17</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Methods to encourage development of new business ideas within kitchen operations	<p>Facilitate class discussion on developing new business ideas including benefits to the business, team, individuals and customers.</p> <p>Introduce individual <b>Activity 18</b> – encouraging new business ideas.</p> <p>Introduce small group activity to discuss suggestion and feasibility of business ideas.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete <b>Activity 18</b> independently.</p> <p>Share ideas for on encouraging new business ideas.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activity 18</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How a chef de partie can contribute to recruitment practices	<p>Facilitate class discussion on recruitment and selection process.</p> <p>Present power point slides on recruiting staff and how a chef de partie can contribute.</p> <p>Introduce individual <b>Activity 19</b> – recruitment terminology quiz.</p> <p>Facilitate sharing responses to quiz and discussions.</p> <p>Introduce small group activity to identify recruitment sources.</p> <p>Introduce individual <b>Activity 20</b> – purpose of recruitment process.</p> <p>Introduce individual <b>Activity 21</b> – planning an induction.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete <b>Activities 19, 20 and 21</b> independently.</p> <p>Share ideas on recruitment.</p> <p>Contribute to group activities.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activities 19, 20 and 21</b></p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	How training and development practices support the retention of staff	<p>Facilitate class discussion on training and development:</p> <ul style="list-style-type: none"> <li>- benefits to the individual</li> <li>- benefits to the team</li> <li>- benefits to the business.</li> </ul> <p>Present <b>PowerPoint 3</b> on benefits of training and development.</p> <p>Introduce small group activity to types of training and development activities.</p> <p>Facilitate groups presenting ideas.</p> <p>Introduce individual <b>Activity 22</b> – training and development activities to support staff retention.</p> <p>Issue <b>Worksheet 2</b>.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete <b>Activities 19, 20 and 21</b> independently.</p> <p>Share ideas on recruitment.</p> <p>Contribute to group activities.</p>	<p><b>PowerPoint presentation 3</b></p> <p><b>Activity 22</b></p> <p><b>Worksheet 2</b></p>

**How learning is to be measured:**

- Q&A during the session
- Completion of **Activities 11– 22** and **Worksheet 2**.

<p><b>Homework/research work:</b></p> <ul style="list-style-type: none"> <li>• Review <b>Worksheet 2</b> and class notes.</li> <li>• Read <b>Handouts 5 and 6</b> to reinforce learning and understanding of managing resources and budgets.</li> </ul>	
<p><b>Lesson evaluation</b> (delete as appropriate)</p>	<ul style="list-style-type: none"> <li>• Was the lesson better than expected</li> <li>• As expected</li> <li>• Worse than expected</li> </ul>
<p><b>Lesson evaluation/comments:</b></p>	
<p><b>Suggestions/modifications for next lessons:</b></p>	