Unit 303: Contribute to business success

# Sample lesson plan 4

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

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

**Lesson topic:** Delivering skills training in own section

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| **Aims**:   * To gain understanding of importance of staff training * To develop an understanding of the benefits of on-job training * To develop an understanding of methods used to identify staff training needs * To develop an understanding of a structured training plan * To gain an understanding of the content of a training plan * To gain an understanding of the factors to be considered when planning training * To gain an understanding of the training records * To develop an understanding of the methods used to monitor the progress of training. | **Learning outcomes**:  To enable learners to:   * state the importance of staff training * describe the benefits of an on-job training * explain methods of identifying staff training needs * explain the importance of a structured training plan * identify the content of a training plan * describe the planning considerations for training session * state the different types of training records * describe methods of monitoring the progress of training. |

| **Timing (mins)** | **Work to be covered** | **Teaching activity/assessment** | **Learner activity** | **Resources** |
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| 2 hours | Importance of staff training | Introduction to training with presentation of **PowerPoint 4.**  Facilitate class discussion on training requirements for the kitchen team, importance to: - the business - the team - the individual.  Introduce individual **Activity 23** – quiz on training statements.  Introduce small group activity to establish: - importance of training - consequences of training not being provided.  Facilitation of group presentations and discussion on outcome of activity.  Presentation of **PowerPoint 4** on importance of training.  Issue **Handout 7.** | Listen and ask questions.  Participate in class discussions.  Complete **Activity 23** independently.  Share ideas for on importance of raining.  Contribute to group activities.  Reading **Handout 7**. | PowerPoint presentation 4  Activity 23  Handout 7 |
| 1 hour | Benefits of on-job training | Facilitate class discussion on what is meant by on-job training and how it can be used in a kitchen.  Present **PowerPoint 4** on on-job training.  Introduce small group activity to identify the benefits of on-job training.  Introduce individual **Activity 24** – examples of on-job training.  Facilitate role play for delivering on-job training. | Listen and ask questions.  Participate in class discussions.  Contribute to group activities.  Complete **Activity 24** independently.  Participate in role play. | PowerPoint presentation 4  Activity 24 |
| 2 hours | Methods of identifying training needs | Introduce individual **Activity 25** – true or false statements.  Introduce small group activity to establish: - why training may be required by a kitchen team methods used to identify training needs.  Facilitate class discussion to share ideas from group activity.  Present **PowerPoint 4** on identifying training needs.  Introduce individual **Activity 26** – identifying training needs.    Facilitate sharing of ideas for further discussion. | Listen and ask questions.  Complete **Activities 25 and 26** independently.  Contribute to group activities.  Participate in class discussions.  Share ideas for on training needs. | PowerPoint presentation 4  Activities 25 and 26  Handout 8 |
| 2 hours | Importance of structured training plans | Facilitate class discussion on what is meant by a structured training plan.  Presentation of **PowerPoint 4** on structured training plans.  Introduce small group activity to establish why structured training plans are important to: - the individual - the team - the business.    Facilitate presentation of ideas to peer groups for further discussion.  Introduce **Activity 27** – importance of training plans. | Listen and ask questions.  Participate in class discussions.  Contribute to group activities.  Complete **Activity 27** independently.  Share ideas for on structured training plans. | PowerPoint presentation 4  Activity 27 |
| 2 hours | Content of a training plan | Introduce small group activity to research the content of a training plan.  Facilitate group presentations on suggestions for templates/information with justifications.  Facilitate class discussion on outcomes of group activity.  Present **PowerPoint 4** on training plan information.  Introduce individual **Activity 28** – producing training plans.  Facilitate sharing of completed plans for comparison and evaluation.  Issue **Handout 11.** | Listen and ask questions.  Contribute to group activities and presentations.  Participate in class discussions.  Complete **Activity 28** independently.  Share, compare and evaluate completed plans.  Read **Handout 11.** | PowerPoint presentation 4  Activity 28  Handout 11 |
| 2 hours | Planning considerations for training sessions | Introduce small group activity to establish training considerations for a training session.  Facilitate sharing ideas with peer group for discussion.  Present PowerPoint 4 on considerations for training sessions.  Introduce individual **Activity 29** – planning considerations.  Facilitate sharing ideas with peers for discussion.  Introduce individual **Activity 30** – planning considerations for a training session.  Issue **Handouts 9 and 10.** | Listen and ask questions.  Contribute to group activities sharing ideas with peer groups.  Participate in class discussions.  Complete **Activities 29 and 30** independently.  Share ideas on planning considerations for a training session.  Read **Handouts 9 and 10.** | PowerPoint presentation 4  Activities 2 and 30  Handouts 9 and 10 |
| 1 hour | Different types of training records | Introduce small group activity to identify different types of training records: - purpose - benefits.  Facilitate class discussion on outcomes of group activity to develop ideas.  Present **PowerPoint 4** on training records.  Introduce individual **Activity 31** – training records.  Facilitate sharing of ideas to discuss and develop. | Listen and ask questions.  Contribute to group activities.  Participate in class discussions.  Complete **Activity 31** independently.  Share ideas for on training records. | PowerPoint presentation 4  Activity 31 |
| 2 hours | Methods of monitoring the progress of training | Facilitate class discussion on monitoring the progress of training.  Introduce small group activity to identify reasons for monitoring, when monitoring should take place  and methods used for monitoring.  Present **PowerPoint 4** on monitoring progress of training.  Introduce individual **Activity 32** on monitoring the progress of training.  Issue **Worksheet 3**. | Listen and ask questions.  Participate in class discussions.  Complete **Activities 1 and 2** independently.  Share ideas for on legislations and responsibilities.  Contribute to group activities.  Complete **Worksheet 3** independently. | PowerPoint presentation 4  Activity 32  Worksheet 3 |

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| **How learning is to be measured:**   * Q&A during the session * Completion of **Activities 23– 32** and **Worksheet 3.** | |
| **Homework/research work:**   * Review Worksheet 3 and class notes. * Read handouts to reinforce learning and understanding of training. | |
| **Lesson evaluation** (delete as appropriate) | * Was the lesson better than expected * As expected * Worse than expected |
| **Lesson evaluation/comments:** | |
| **Suggestions/modifications for next lessons:** | |