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.

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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.

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Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
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**

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: