

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

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
2 hours	Importance of staff training	<p>Introduction to training with presentation of PowerPoint 4.</p> <p>Facilitate class discussion on training requirements for the kitchen team, importance to:</p> <ul style="list-style-type: none"> - the business - the team - the individual. <p>Introduce individual Activity 23 – quiz on training statements.</p> <p>Introduce small group activity to establish:</p> <ul style="list-style-type: none"> - importance of training - consequences of training not being provided. <p>Facilitation of group presentations and discussion on outcome of activity.</p> <p>Presentation of PowerPoint 4 on importance of training.</p> <p>Issue Handout 7.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activity 23 independently.</p> <p>Share ideas for on importance of training.</p> <p>Contribute to group activities.</p> <p>Reading Handout 7.</p>	<p>PowerPoint presentation 4</p> <p>Activity 23</p> <p>Handout 7</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1 hour	Benefits of on-job training	<p>Facilitate class discussion on what is meant by on-job training and how it can be used in a kitchen.</p> <p>Present PowerPoint 4 on on-job training.</p> <p>Introduce small group activity to identify the benefits of on-job training.</p> <p>Introduce individual Activity 24 – examples of on-job training.</p> <p>Facilitate role play for delivering on-job training.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 24 independently.</p> <p>Participate in role play.</p>	<p>PowerPoint presentation 4</p> <p>Activity 24</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Methods of identifying training needs	<p>Introduce individual Activity 25 – true or false statements.</p> <p>Introduce small group activity to establish: - why training may be required by a kitchen team methods used to identify training needs.</p> <p>Facilitate class discussion to share ideas from group activity.</p> <p>Present PowerPoint 4 on identifying training needs.</p> <p>Introduce individual Activity 26 – identifying training needs.</p> <p>Facilitate sharing of ideas for further discussion.</p>	<p>Listen and ask questions.</p> <p>Complete Activities 25 and 26 independently.</p> <p>Contribute to group activities.</p> <p>Participate in class discussions.</p> <p>Share ideas for on training needs.</p>	<p>PowerPoint presentation 4</p> <p>Activities 25 and 26</p> <p>Handout 8</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Importance of structured training plans	<p>Facilitate class discussion on what is meant by a structured training plan.</p> <p>Presentation of PowerPoint 4 on structured training plans.</p> <p>Introduce small group activity to establish why structured training plans are important to:</p> <ul style="list-style-type: none"> - the individual - the team - the business. <p>Facilitate presentation of ideas to peer groups for further discussion.</p> <p>Introduce Activity 27 – importance of training plans.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Contribute to group activities.</p> <p>Complete Activity 27 independently.</p> <p>Share ideas for on structured training plans.</p>	<p>PowerPoint presentation 4</p> <p>Activity 27</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Content of a training plan	<p>Introduce small group activity to research the content of a training plan.</p> <p>Facilitate group presentations on suggestions for templates/information with justifications.</p> <p>Facilitate class discussion on outcomes of group activity.</p> <p>Present PowerPoint 4 on training plan information.</p> <p>Introduce individual Activity 28 – producing training plans.</p> <p>Facilitate sharing of completed plans for comparison and evaluation.</p> <p>Issue Handout 11.</p>	<p>Listen and ask questions.</p> <p>Contribute to group activities and presentations.</p> <p>Participate in class discussions.</p> <p>Complete Activity 28 independently.</p> <p>Share, compare and evaluate completed plans.</p> <p>Read Handout 11.</p>	<p>PowerPoint presentation 4</p> <p>Activity 28</p> <p>Handout 11</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Planning considerations for training sessions	<p>Introduce small group activity to establish training considerations for a training session.</p> <p>Facilitate sharing ideas with peer group for discussion.</p> <p>Present PowerPoint 4 on considerations for training sessions.</p> <p>Introduce individual Activity 29 – planning considerations.</p> <p>Facilitate sharing ideas with peers for discussion.</p> <p>Introduce individual Activity 30 – planning considerations for a training session.</p> <p>Issue Handouts 9 and 10.</p>	<p>Listen and ask questions.</p> <p>Contribute to group activities sharing ideas with peer groups.</p> <p>Participate in class discussions.</p> <p>Complete Activities 29 and 30 independently.</p> <p>Share ideas on planning considerations for a training session.</p> <p>Read Handouts 9 and 10.</p>	<p>PowerPoint presentation 4</p> <p>Activities 2 and 30</p> <p>Handouts 9 and 10</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
1 hour	Different types of training records	<p>Introduce small group activity to identify different types of training records:</p> <ul style="list-style-type: none"> - purpose - benefits. <p>Facilitate class discussion on outcomes of group activity to develop ideas.</p> <p>Present PowerPoint 4 on training records.</p> <p>Introduce individual Activity 31 – training records.</p> <p>Facilitate sharing of ideas to discuss and develop.</p>	<p>Listen and ask questions.</p> <p>Contribute to group activities.</p> <p>Participate in class discussions.</p> <p>Complete Activity 31 independently.</p> <p>Share ideas for on training records.</p>	<p>PowerPoint presentation 4</p> <p>Activity 31</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
2 hours	Methods of monitoring the progress of training	<p>Facilitate class discussion on monitoring the progress of training.</p> <p>Introduce small group activity to identify reasons for monitoring, when monitoring should take place and methods used for monitoring.</p> <p>Present PowerPoint 4 on monitoring progress of training.</p> <p>Introduce individual Activity 32 on monitoring the progress of training.</p> <p>Issue Worksheet 3.</p>	<p>Listen and ask questions.</p> <p>Participate in class discussions.</p> <p>Complete Activities 1 and 2 independently.</p> <p>Share ideas for on legislations and responsibilities.</p> <p>Contribute to group activities.</p> <p>Complete Worksheet 3 independently.</p>	<p>PowerPoint presentation 4</p> <p>Activity 32</p> <p>Worksheet 3</p>

How learning is to be measured:

- Q&A during the session
- Completion of **Activities 23– 32** and **Worksheet 3**.

<p>Homework/research work:</p> <ul style="list-style-type: none"> • Review Worksheet 3 and class notes. • Read handouts to reinforce learning and understanding of training. 	
<p>Lesson evaluation (delete as appropriate)</p>	<ul style="list-style-type: none"> • Was the lesson better than expected • As expected • Worse than expected
<p>Lesson evaluation/comments:</p>	
<p>Suggestions/modifications for next lessons:</p>	