

Unit 301: Developing opportunities for progression in the culinary industry

Sample lesson plan 4

Course number: _____ Course title: _____

Tutor's name: _____ Date: _____ Time: _____ Lesson length: 5 hours Room: _____

Lesson topic: Completing own professional knowledge and skills development.

Aims:

- To gain an understanding of how to identify own strengths and weaknesses
- To develop the skills for developing a personal development plan
- To be able to identify and complete personal development activities
- To gain an understanding of how to evaluate own performance.

Learning outcome 4:

To enable learners to:

- understand own strengths and weaknesses using SWOT
- develop a personal development plan to improve knowledge and skills
- undertake personal development activities
- evaluate performance.

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
10 mins	Registration			
10 mins	Lesson introduction	Tutor to present	Q&A	
90 mins	Identifying own strengths and weaknesses using SWOT	<p>Introduction to completing professional knowledge and skills development</p> <ul style="list-style-type: none"> • CPD cycle • procedures • documentation • frequency • measures. <p>Issue individual Activities 7 and 8 to complete a personal SWOT analysis and training needs analysis.</p> <p>Support learners with completion of the documentation, providing feedback.</p>	<p>Listen and ask questions</p> <p>Complete Activity 7 SWOT analysis independently based on kitchen knowledge and skills.</p> <p>Complete of training needs analysis, researching opportunities and activities available for personal development.</p>	<p>PowerPoint presentation 4</p> <p>Activity 7</p> <p>Activity 8</p>

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
90 mins	Develop a personal development plan to improve knowledge and skills	<p>Introduce personal development plan template with suggestions on information to include.</p> <p>Issue Activity 9 personal development planning to be completed individually.</p> <p>Support learners through one-to-one discussion on planning their development and how it can be achieved.</p>	<p>Listen and answer questions.</p> <p>Complete Activity 9 independently (personal development plans to improve knowledge and skills).</p> <p>Engage in one-to-one discussions with tutor to develop plans.</p>	PowerPoint presentation 4 Activity 9
90 mins	Undertaking personal development activities	<p>Facilitate group discussion on planning activities identified in personal development plans:</p> <ul style="list-style-type: none"> • setting deadlines • setting targets • measuring success • monitoring plans • revising plans. <p>Support learners in reviewing personal development plans.</p>	<p>Listen and answer questions.</p> <p>Participate in discussions on planning activities.</p> <p>Complete activities where possible.</p> <p>Review/revise plans.</p>	PowerPoint presentation 4 Activity 9

Timing (mins)	Work to be covered	Teaching activity/assessment	Learner activity	Resources
60 mins	Evaluating performance	<p>Present PowerPoint 4 on evaluating performance.</p> <p>Facilitate group discussion on evaluating performance.</p> <p>Support learners in evaluating outcomes of personal development plans.</p> <p>Review the unit and learning outcomes.</p>	<p>Listen and answer questions.</p> <p>Participate in group discussion.</p> <p>Evaluate personal development outcomes.</p> <p>Reflect on outcomes and personal levels of learning.</p>	<p>PowerPoint presentation 4</p> <p>Activity 9</p>

<p>How learning is to be measured:</p> <ul style="list-style-type: none"> • Q&A during the session • Completion of activities, SWOT analysis, training needs analysis and personal development plan. 	
<p>Homework/research work:</p> <ul style="list-style-type: none"> • Review class notes. • Research development activities to support planning personal development planning. 	
<p>Lesson evaluation (delete as appropriate)</p>	<ul style="list-style-type: none"> • Was the lesson better than expected • As expected • Worse than expected

Lesson evaluation/comments

Suggestions/modifications for next lessons