

Lesson Plan

Lesson Plan			
Group or course	Professional Practice for IT	Date	Wednesday 17 October
Lesson topic	CV and self-presentation	Lesson length	1 hour 45 minutes
Learning Objectives – during this session the learners will: <ul style="list-style-type: none"> • Produce a draft CV • Reflect on personal presentation 			
Time	Content - Topics	Teaching & Learning Methods	Resources
5-10	Introduce Stage 5: presentation	Use Moodle to review previous stages of the course. Introduce the topic of stage 5: how to present yourself well. This covers job applications, appearance, attitude etc. Survey the class about job applications. Who has done it before? What was it like?	Moodle
20-30	Producing an effective CV <ul style="list-style-type: none"> • First impressions • Formatting • Content • Structure 	Show slide presentation of CV formatting. Class discussion about the effect of formatting, even when divorced from content. Class brainstorm: what goes in a CV? What doesn't go? How do you know how to organise the information?	PPT with CV formats Whiteboard and markers
20-30	Activity: write a CV	Learners who already have a CV are to update or remake it. Otherwise start one from scratch as a master copy to build on. Guided by lecturer.	
If time left	Personal presentation	In pairs or small groups, discuss what aspects of yourself influence others' perceptions of you. As a class, discuss things you can do to control these perceptions.	
Remaining time	Activity: reflect on controlling others' perceptions	In your own section in the class notebook, write a short reflection on how you control people's perceptions of you: What do you do well? What could you do better? What can't you control? What needs more investigation?	Class notebook



<p>Formative Assessment methods:</p> <ul style="list-style-type: none"> • Start building a draft CV • Write a quick reflection on personal presentation 	<p>Evaluation process to obtain feedback on teaching:</p>
<p>Notes:</p> <p>Provide resource on Moodle: https://www.invisionapp.com/inside-design/creatives-work-dress-code</p>	