



Session-plan-21st-century-skills-nc-ii compress

Bachelor of Elementary Education (Nueva Ecija University of Science and Technology)



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SESSION PLAN						
SECTOR:	TOURISM					
QUALIFICATION TITLE:	COOKERY NC II					
UNIT OF COMPETENCY:	PARTICIPATE IN WORKPLACE COMMUNICATION					
MODULE TITLE:	PARTICIPATING IN WORKPLACE COMMUNICATION					
SUMMARY OF LEARNING OUTCOMES:	LO 1 Obtain and convey workplace information LO 2 Perform duties following workplace instructions LO 3 Complete relevant workrelated document					
NOMINAL DURATION:	7 Hours					
A. INTRODUCTION / UNIT DESCRIPTION:	This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements..					
LEARNING ACTIVITIES:						
LO 1.1 Obtain and convey workplace information.						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-1	<ul style="list-style-type: none">• Perform Self-Check 1.1-1• Answer Written Questions 1.1-1	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-1 to Answer Key 1.1-1	<ul style="list-style-type: none">• Information Sheet 1.1-1• Self-Check 1.1-1• Answer Key	<ul style="list-style-type: none">• .5 Hours
Effective verbal and nonverbal communication	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-2	<ul style="list-style-type: none">• Perform Self-Check 1.1-2• Answer Written Questions 1.1-2	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-2 to Answer Key 1.1-2	<ul style="list-style-type: none">• Information Sheet 1.1-2• Self-Check 1.1-2• Answer Key 1.1-2	<ul style="list-style-type: none">• .5 Hours
Medium of communication in the workplace	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-3	<ul style="list-style-type: none">• Perform Self-Check 1.1-3• Answer Written Questions 1.1-3	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-3 to Answer Key 1.1-3	<ul style="list-style-type: none">• Information Sheet 1.1-3• Self-Check 1.1-3• Answer Key 1.1-3	<ul style="list-style-type: none">• .5 Hours

Participating in workplace meetings and discussions	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-4 • Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-4 to Answer Key 1.1-4 	<ul style="list-style-type: none"> • Information Sheet 1.1-4 • Self-Check 1.1-4 • Answer Key 1.1-4 	<ul style="list-style-type: none"> • .5 Hours
Estimating, calculating and recording routine workplace measures	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-5 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-5 • Answer Written Questions 1.1-5 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-5 to Answer Key 1.1-5 	<ul style="list-style-type: none"> • Information Sheet 1.1-5 • Self-Check 1.1-5 • Answer Key 1.1-5 	<ul style="list-style-type: none"> • .5 Hours
Gathering and providing basic information in response to workplace requirements	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-6 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-6 • Answer Written Questions 1.1-6 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-6 to Answer Key 1.1-6 	<ul style="list-style-type: none"> • Information Sheet 1.1-6 • Self-Check 1.1-6 • Answer Key 1.1-6 	<ul style="list-style-type: none"> • .5 Hours

LO 1.2 Perform duties following workplace instructions

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-1 • Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> • Information Sheet 1.2-1 • Self-Check 1.2-1 • Answer Key 1.2-1 	<ul style="list-style-type: none"> • .5 Hours
Effective verbal and non-verbal communication	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-2 • Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> • Information Sheet 1.2-2 • Self-Check 1.2-2 • Answer Key 1.2-2 	<ul style="list-style-type: none"> • .5 Hours

Effective questioning techniques (clarifying and probing)	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> Perform Self-Check 1.2-3 Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> Information Sheet 1.2-3 Self-Check 1.2-3 Answer Key 1.2-3 	<ul style="list-style-type: none"> .5 Hours
Performing routine workplace duties following simple written notices	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> Perform Self-Check 1.2-4 Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> Information Sheet 1.2-4 Self-Check 1.2-4 Answer Key 1.2-4 	<ul style="list-style-type: none"> .5 Hours

LO 1.3 Complete relevant work-related documents

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> Perform Self-Check 1.3-1 Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> Information Sheet 1.3-1 Self-Check 1.3-1 Answer Key 1.3-1 	<ul style="list-style-type: none"> .5 Hours
Effective verbal and non-verbal communication	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> Perform Self-Check 1.3-2 Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> Information Sheet 1.3-2 Self-Check 1.3-2 Answer Key 1.3-2 	<ul style="list-style-type: none"> .5 Hours
Technology relevant to the enterprise and the individual's work responsibilities	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours

Gathering and providing information in response to workplace requirements	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews Questioning / • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
<p>A. SELF-ASSESSMENT PLAN:</p> <ul style="list-style-type: none"> • Individual and group demonstration (practical application). • Oral questioning. • Final interview and feedback. 						
<p>B. WRITTEN TEST:</p> <ul style="list-style-type: none"> • Type of Assessment: Written Test, Demonstration, and Oral Questioning. • Type of Evidence: For Written Test: Answer Sheet. • For Oral Questioning: Rating Sheet. 						
<p>C. PERFORMANCE TEST:</p> <ul style="list-style-type: none"> • Venue of Assessment: Institutional Assessment / Practical Work Area. • For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria. • For Oral Questioning: Rating Sheet. 						
<p>D. TRAINER'S REFLECTION TO THE SESSION:</p> <ul style="list-style-type: none"> • Almost all of the trainees were able to accomplish all the training activities and tasks. • Other trainees have to practice more on how to: PARTICIPATE IN WORKPLACE COMMUNICATION. • 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM. 						

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:	TOURISM
QUALIFICATION TITLE:	COOKERY NC II
UNIT OF COMPETENCY:	WORK IN A TEAM ENVIRONMENT
MODULE TITLE:	WORKING IN A TEAM ENVIRONMENT
SUMMARY OF LEARNING OUTCOMES:	LO 1 Describe team role and scope LO 2 Identify one's role and responsibility within a team LO 3 Work as a team member
NOMINAL DURATION:	6 Hours
E. INTRODUCTION / UNIT DESCRIPTION:	. This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team
LEARNING ACTIVITIES:	

Lo 1.1 Describe team role and scope

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-1 	<ul style="list-style-type: none"> Perform Self-Check 1.1-1 Answer Written Questions 1.1-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-1 to Answer Key 1.1-1 	<ul style="list-style-type: none"> Information Sheet 1.1-1 Self-Check 1.1-1 Answer Key 	<ul style="list-style-type: none"> .5 Hours
The role and objective of the team is identified from available sources of information	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-2 	<ul style="list-style-type: none"> Perform Self-Check 1.1-2 Answer Written Questions 1.1-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-2 to Answer Key 1.1-2 	<ul style="list-style-type: none"> Information Sheet 1.1-2 Self-Check 1.1-2 Answer Key 1.1-2 	<ul style="list-style-type: none"> .5 Hours
Communicating with others, appropriately consistent with the culture of the	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-3 	<ul style="list-style-type: none"> Perform Self-Check 1.1-3 Answer Written Questions 1.1-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation 	<ul style="list-style-type: none"> Information Sheet 1.1-3 Self-Check 1.1-3 Answer Key 1.1-3 	<ul style="list-style-type: none"> .5 Hours

workplace				<ul style="list-style-type: none"> • Compare Self-Check 1.1-3 to Answer Key 1.1-3 		
Developing ways in improving work structure and performing respective roles in the group or organization	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-4 • Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-4 to Answer Key 1.1-4 	<ul style="list-style-type: none"> • Information Sheet 1.1-4 • Self-Check 1.1-4 • Answer Key 1.1-4 	<ul style="list-style-type: none"> • .5 Hours
LO 1.2 Identify one's role and responsibility within a team						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-1 • Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> • Information Sheet 1.2-1 • Self-Check 1.2-1 • Answer Key 1.2-1 	<ul style="list-style-type: none"> • .5 Hours
Team roles and objectives	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-2 • Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> • Information Sheet 1.2-2 • Self-Check 1.2-2 • Answer Key 1.2-2 	<ul style="list-style-type: none"> • .5 Hours
Communicating with others, appropriately consistent with the culture of the workplace	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-3 • Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> • Information Sheet 1.2-3 • Self-Check 1.2-3 • Answer Key 1.2-3 	<ul style="list-style-type: none"> • .5 Hours
Developing ways in improving work structure and performing	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-4 • Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation 	<ul style="list-style-type: none"> • Information Sheet 1.2-4 • Self-Check 1.2-4 • Answer Key 1.2-4 	<ul style="list-style-type: none"> • .5 Hours

respective roles in the group or organization				<ul style="list-style-type: none"> Compare Self-Check 1.2-4 to Answer Key 1.2-4 		
LO 1.3 Work as a team member						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> Perform Self-Check 1.3-1 Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> Information Sheet 1.3-1 Self-Check 1.3-1 Answer Key 1.3-1 	<ul style="list-style-type: none"> .5 Hours
Communicating appropriately, consistent with the culture of the workplace	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> Perform Self-Check 1.3-2 Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> Information Sheet 1.3-2 Self-Check 1.3-2 Answer Key 1.3-2 	<ul style="list-style-type: none"> .5 Hours
Team planning and decision making	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours
Deciding as an individual and as a group using group think strategies and techniques	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours

B. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

F. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.
- For Oral Questioning: Rating Sheet.

G. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

H. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: **WORK IN A TEAM ENVIRONMENT.**
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:	TOURISM					
QUALIFICATION TITLE:	COOKERY NC II					
UNIT OF COMPETENCY:	SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS					
MODULE TITLE:	SOLVING/ADDRESS GENERAL WORKPLACE PROBLEMS					
SUMMARY OF LEARNING OUTCOMES:	LO 1 Identify routine problems LO 2 Look for solutions to routine problems LO 3 Recommend solutions to problems					
NOMINAL DURATION:	6 Hours					
I. INTRODUCTION / UNIT DESCRIPTION:	This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.					
LEARNING ACTIVITIES:						
LO 1.1 . Identify routine problems.						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-1	<ul style="list-style-type: none">• Perform Self-Check 1.1-1• Answer Written Questions 1.1-1	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-1 to Answer Key 1.1-1	<ul style="list-style-type: none">• Information Sheet 1.1-1• Self-Check 1.1-1• Answer Key	<ul style="list-style-type: none">• .5 Hours
Current industry hardware and software products and services	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-2	<ul style="list-style-type: none">• Perform Self-Check 1.1-2• Answer Written Questions 1.1-2	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-2 to Answer Key 1.1-2	<ul style="list-style-type: none">• Information Sheet 1.1-2• Self-Check 1.1-2• Answer Key 1.1-2	<ul style="list-style-type: none">• .5 Hours
Industry maintenance, service and helpdesk practices, processes and procedures	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-3	<ul style="list-style-type: none">• Perform Self-Check 1.1-3• Answer Written Questions 1.1-3	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-3 to Answer Key 1.1-3	<ul style="list-style-type: none">• Information Sheet 1.1-3• Self-Check 1.1-3• Answer Key 1.1-3	<ul style="list-style-type: none">• .5 Hours

Identifying current industry maintenance, services and helpdesk practices, processes and procedures.	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-4 • Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-4 to Answer Key 1.1-4 	<ul style="list-style-type: none"> • Information Sheet 1.1-4 • Self-Check 1.1-4 • Answer Key 1.1-4 	<ul style="list-style-type: none"> • .5 Hours
LO 1.2 Look for solutions to routine problems						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-1 • Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> • Information Sheet 1.2-1 • Self-Check 1.2-1 • Answer Key 1.2-1 	<ul style="list-style-type: none"> • .5 Hours
Describing common malfunctions and resolutions.	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-2 • Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> • Information Sheet 1.2-2 • Self-Check 1.2-2 • Answer Key 1.2-2 	<ul style="list-style-type: none"> • .5 Hours
Identifying current industry standard diagnostic tools	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-3 • Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> • Information Sheet 1.2-3 • Self-Check 1.2-3 • Answer Key 1.2-3 	<ul style="list-style-type: none"> • .5 Hours
Potential solutions to problem are identified	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-4 • Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> • Information Sheet 1.2-4 • Self-Check 1.2-4 • Answer Key 1.2-4 	<ul style="list-style-type: none"> • .5 Hours

LO 1.3 Recommend solutions to problems						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 • Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 • Answer Key 1.3-1 	<ul style="list-style-type: none"> • .5 Hours
Documentation produce	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-2 • Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> • Information Sheet 1.3-2 • Self-Check 1.3-2 • Answer Key 1.3-2 	<ul style="list-style-type: none"> • .5 Hours
Producing documentation that recommends solutions to problems	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
Following established procedures	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours

C. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

<p>J. WRITTEN TEST:</p> <ul style="list-style-type: none"> • Type of Assessment: Written Test, Demonstration, and Oral Questioning. • Type of Evidence: For Written Test: Answer Sheet. • For Oral Questioning: Rating Sheet.
<p>K. PERFORMANCE TEST:</p> <ul style="list-style-type: none"> • Venue of Assessment: Institutional Assessment / Practical Work Area. • For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria. • For Oral Questioning: Rating Sheet.
<p>L. TRAINER'S REFLECTION TO THE SESSION:</p> <ul style="list-style-type: none"> • Almost all of the trainees were able to accomplish all the training activities and tasks. • Other trainees have to practice more on how to: SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS. • 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN	
SECTOR:	TOURISM

QUALIFICATION TITLE:	COOKERY NC II
UNIT OF COMPETENCY:	DEVELOP CAREER AND LIFE DECISIONS
MODULE TITLE:	DEVELOPING CAREER AND LIFE DECISIONS
SUMMARY OF LEARNING OUTCOMES:	LO 1 Manage one's emotion LO 2 Develop reflective practice LO 3 Boost self-confidence and develop self- regulation
NOMINAL DURATION:	6 Hours
M. INTRODUCTION / UNIT DESCRIPTION:	This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation

LEARNING ACTIVITIES:

LO 1.1 Manage one's emotion.

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-1 	<ul style="list-style-type: none"> Perform Self-Check 1.1-1 Answer Written Questions 1.1-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-1 to Answer Key 1.1-1 	<ul style="list-style-type: none"> Information Sheet 1.1-1 Self-Check 1.1-1 Answer Key 	<ul style="list-style-type: none"> .5 Hours
Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley)	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-2 	<ul style="list-style-type: none"> Perform Self-Check 1.1-2 Answer Written Questions 1.1-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-2 to Answer Key 1.1-2 	<ul style="list-style-type: none"> Information Sheet 1.1-2 Self-Check 1.1-2 Answer Key 1.1-2 	<ul style="list-style-type: none"> .5 Hours
Techniques in handling negative emotions and unpleasant situation in the workplace such as frustration, anger, worry, anxiety, etc.	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-3 	<ul style="list-style-type: none"> Perform Self-Check 1.1-3 Answer Written Questions 1.1-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-3 to Answer Key 1.1-3 	<ul style="list-style-type: none"> Information Sheet 1.1-3 Self-Check 1.1-3 Answer Key 1.1-3 	<ul style="list-style-type: none"> .5 Hours

Managing properly one's emotions and recognizing situations that cannot be changed and accept them and remain professional	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.1-4 • Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.1-4 to Answer Key 1.1-4 	<ul style="list-style-type: none"> • Information Sheet 1.1-4 • Self-Check 1.1-4 • Answer Key 1.1-4 	<ul style="list-style-type: none"> • .5 Hours
LO 1.2 Develop reflective practice						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-1 • Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> • Information Sheet 1.2-1 • Self-Check 1.2-1 • Answer Key 1.2-1 	<ul style="list-style-type: none"> • .5 Hours
Identify and Perform Effective verbal and non-verbal communication	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-2 • Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> • Information Sheet 1.2-2 • Self-Check 1.2-2 • Answer Key 1.2-2 	<ul style="list-style-type: none"> • .5 Hours
Effective questioning techniques (clarifying and probing)	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-3 • Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> • Information Sheet 1.2-3 • Self-Check 1.2-3 • Answer Key 1.2-3 	<ul style="list-style-type: none"> • .5 Hours
Workplace interactions are conducted in a courteous manner	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-4 • Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> • Information Sheet 1.2-4 • Self-Check 1.2-4 • Answer Key 1.2-4 	<ul style="list-style-type: none"> • .5 Hours

LO 1.3 Boost self-confidence and develop self-regulation						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 • Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 • Answer Key 1.3-1 	<ul style="list-style-type: none"> • .5 Hours
Perform workplace data and recorded on standard workplace forms and documents	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-2 • Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> • Information Sheet 1.3-2 • Self-Check 1.3-2 • Answer Key 1.3-2 	<ul style="list-style-type: none"> • .5 Hours
Follow the Correct Procedures in Handling Table Setting in the Dining Area	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
Counter-productive tendencies at work are eliminated	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours

D. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

<p>N. WRITTEN TEST:</p> <ul style="list-style-type: none"> Type of Assessment: Written Test, Demonstration, and Oral Questioning. Type of Evidence: For Written Test: Answer Sheet. For Oral Questioning: Rating Sheet.
<p>O. PERFORMANCE TEST:</p> <ul style="list-style-type: none"> Venue of Assessment: Institutional Assessment / Practical Work Area. For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria. For Oral Questioning: Rating Sheet.
<p>P. TRAINER'S REFLECTION TO THE SESSION:</p> <ul style="list-style-type: none"> Almost all of the trainees were able to accomplish all the training activities and tasks. Other trainees have to practice more on how to: DEVELOP CAREER AND LIFE DECISION 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN	
SECTOR:	TOURISM
QUALIFICATION TITLE:	COOKERY NC II
UNIT OF COMPETENCY:	CONTRIBUTE TO WORKPLACE INNOVATION

MODULE TITLE:		CONTRIBUTING TO WORKPLACE INNOVATION				
SUMMARY OF LEARNING OUTCOMES:		LO 1 Identify opportunities to do things better LO 2 Discuss and develop ideas with others LO 3 Integrate ideas for change in the workplace				
NOMINAL DURATION:		6Hours				
Q. INTRODUCTION / UNIT DESCRIPTION:		This unit covers the knowledge, skills and attitudes required to make a pro-active and positive contribution to workplace innovation.				
LEARNING ACTIVITIES:						
LO 1.1 Identify opportunities to do things better.						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-1	<ul style="list-style-type: none">• Perform Self-Check 1.1-1• Answer Written Questions 1.1-1	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-1 to Answer Key 1.1-1	<ul style="list-style-type: none">• Information Sheet 1.1-1• Self-Check 1.1-1• Answer Key	<ul style="list-style-type: none">• .5 Hours
Roles of individuals in suggesting and making improvements	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-2	<ul style="list-style-type: none">• Perform Self-Check 1.1-2• Answer Written Questions 1.1-2	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-2 to Answer Key 1.1-2	<ul style="list-style-type: none">• Information Sheet 1.1-2• Self-Check 1.1-2• Answer Key 1.1-2	<ul style="list-style-type: none">• .5 Hours
Seven habits of highly effective people.	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-3	<ul style="list-style-type: none">• Perform Self-Check 1.1-3• Answer Written Questions 1.1-3	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-3 to Answer Key 1.1-3	<ul style="list-style-type: none">• Information Sheet 1.1-3• Self-Check 1.1-3• Answer Key 1.1-3	<ul style="list-style-type: none">• .5 Hours
3 Identifying examples of the types of changes that are within and outside own scope of responsibility	<ul style="list-style-type: none">• Lecture• Discussion• Interaction	<ul style="list-style-type: none">• Read Information Sheet 1.1-4	<ul style="list-style-type: none">• Perform Self-Check 1.1-4• Answer Written Questions 1.1-4	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-4 to	<ul style="list-style-type: none">• Information Sheet 1.1-4• Self-Check 1.1-4• Answer Key 1.1-4	<ul style="list-style-type: none">• .5 Hours

				Answer Key 1.1-4		
LO 1.2 Discuss and develop ideas with others						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-1 • Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> • Information Sheet 1.2-1 • Self-Check 1.2-1 • Answer Key 1.2-1 	<ul style="list-style-type: none"> • .5 Hours
Roles of individuals in suggesting and making improvements.	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-2 • Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> • Information Sheet 1.2-2 • Self-Check 1.2-2 • Answer Key 1.2-2 	<ul style="list-style-type: none"> • .5 Hours
Positive impacts and challenges in innovation	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-3 • Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> • Information Sheet 1.2-3 • Self-Check 1.2-3 • Answer Key 1.2-3 	<ul style="list-style-type: none"> • .5 Hours
Providing examples of the types of changes that are within and outside own scope of responsibility	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> • Perform Self-Check 1.2-4 • Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> • Information Sheet 1.2-4 • Self-Check 1.2-4 • Answer Key 1.2-4 	<ul style="list-style-type: none"> • .5 Hours
LO 1.3 Integrate ideas for change in the workplace						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 	<ul style="list-style-type: none"> • .5 Hours

	<ul style="list-style-type: none"> Interaction 		<ul style="list-style-type: none"> Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> Demonstration Observation Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> Answer Key 1.3-1 	
Identifying opportunities to improve and to do things better. Involvement..	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> Perform Self-Check 1.3-2 Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> Information Sheet 1.3-2 Self-Check 1.3-2 Answer Key 1.3-2 	<ul style="list-style-type: none"> .5 Hours
Demonstrating skills in analysis and interpretation of data.	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours
Identifying the positive impacts and the challenges of change and innovation.	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours

E. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

R. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.

- For Oral Questioning: Rating Sheet.

S. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

T. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: **CONTRIBUTE TO WORKPLACE INNOVATION.**
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:	TOURISM
QUALIFICATION TITLE:	COOKERY NC II

UNIT OF COMPETENCY:	PRESENT RELEVANT INFORMATION
MODULE TITLE:	PRESENTING RELEVANT INFORMATION
SUMMARY OF LEARNING OUTCOMES:	LO 1 Gather data/ information LO 2 Assess gathered data/ information LO 3 Record and present information
NOMINAL DURATION:	6 Hours
U. INTRODUCTION / UNIT DESCRIPTION:	This unit of covers the knowledge, skills and attitudes required to present data/information appropriately.

LEARNING ACTIVITIES:

LO 1.1 Gather data/ information.

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-1 	<ul style="list-style-type: none"> Perform Self-Check 1.1-1 Answer Written Questions 1.1-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-1 to Answer Key 1.1-1 	<ul style="list-style-type: none"> Information Sheet 1.1-1 Self-Check 1.1-1 Answer Key 	<ul style="list-style-type: none"> .5 Hours
Organizational protocols	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-2 	<ul style="list-style-type: none"> Perform Self-Check 1.1-2 Answer Written Questions 1.1-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-2 to Answer Key 1.1-2 	<ul style="list-style-type: none"> Information Sheet 1.1-2 Self-Check 1.1-2 Answer Key 1.1-2 	<ul style="list-style-type: none"> .5 Hours
Legislation, policy and procedures relating to the conduct of evaluations	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-3 	<ul style="list-style-type: none"> Perform Self-Check 1.1-3 Answer Written Questions 1.1-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-3 to Answer Key 1.1-3 	<ul style="list-style-type: none"> Information Sheet 1.1-3 Self-Check 1.1-3 Answer Key 1.1-3 	<ul style="list-style-type: none"> .5 Hours
Describing organizational protocols relating to client liaison	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> Perform Self-Check 1.1-4 Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self- 	<ul style="list-style-type: none"> Information Sheet 1.1-4 Self-Check 1.1-4 Answer Key 1.1-4 	<ul style="list-style-type: none"> .5 Hours

				Check 1.1-4 to Answer Key 1.1-4		
Stating organizational values, ethics and codes of conduct	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.1-5 	<ul style="list-style-type: none"> Perform Self-Check 1.1-5 Answer Written Questions 1.1-5 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-5 to Answer Key 1.1-5 	<ul style="list-style-type: none"> Information Sheet 1.1-5 Self-Check 1.1-5 Answer Key 1.1-5 	<ul style="list-style-type: none"> .5 Hours
LO 1.2 Assess gathered data/ information						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> Perform Self-Check 1.2-1 Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> Information Sheet 1.2-1 Self-Check 1.2-1 Answer Key 1.2-1 	<ul style="list-style-type: none"> .5 Hours
Business mathematics and statistics	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> Perform Self-Check 1.2-2 Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> Information Sheet 1.2-2 Self-Check 1.2-2 Answer Key 1.2-2 	<ul style="list-style-type: none"> .5 Hours
Reporting requirements to a range of audiences	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> Perform Self-Check 1.2-3 Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> Information Sheet 1.2-3 Self-Check 1.2-3 Answer Key 1.2-3 	<ul style="list-style-type: none"> .5 Hours
Describing data analysis techniques/procedures	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> Perform Self-Check 1.2-4 Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self- 	<ul style="list-style-type: none"> Information Sheet 1.2-4 Self-Check 1.2-4 Answer Key 1.2-4 	<ul style="list-style-type: none"> .5 Hours

				Check 1.2-4 to Answer Key 1.2-4		
LO 1.3 Record and present information						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 • Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 • Answer Key 1.3-1 	<ul style="list-style-type: none"> • .5 Hours
Data analysis techniques/procedures	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-2 • Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> • Information Sheet 1.3-2 • Self-Check 1.3-2 • Answer Key 1.3-2 	<ul style="list-style-type: none"> • .5 Hours
Legislation, policy and procedures relating to the conduct of evaluations	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
Describing data analysis techniques/procedures	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
F. SELF-ASSESSMENT PLAN:						
<ul style="list-style-type: none"> • Individual and group demonstration (practical application). 						

- Oral questioning.
- Final interview and feedback.

V. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.
- For Oral Questioning: Rating Sheet.

W. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

X. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: PRESENT RELEVANT INFORMATION.
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:

TOURISM

QUALIFICATION TITLE:	COOKERY NC II					
UNIT OF COMPETENCY:	PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES					
MODULE TITLE:	PRACTICING OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES					
SUMMARY OF LEARNING OUTCOMES:	LO 1 Identify OSH compliance requirements LO 2 Prepare OSH requirements for compliance LO 3 Perform tasks in accordance with relevant OSH policies and procedures					
NOMINAL DURATION:	6 Hours					
Y. INTRODUCTION / UNIT DESCRIPTION:	This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.					
LEARNING ACTIVITIES:						
LO 1.1 Identify OSH compliance requirements.						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-1	<ul style="list-style-type: none">• Perform Self-Check 1.1-1• Answer Written Questions 1.1-1	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-1 to Answer Key 1.1-1	<ul style="list-style-type: none">• Information Sheet 1.1-1• Self-Check 1.1-1• Answer Key	<ul style="list-style-type: none">• .5 Hours
OSH preventive and control requirements	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-2	<ul style="list-style-type: none">• Perform Self-Check 1.1-2• Answer Written Questions 1.1-2	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-2 to Answer Key 1.1-2	<ul style="list-style-type: none">• Information Sheet 1.1-2• Self-Check 1.1-2• Answer Key 1.1-2	<ul style="list-style-type: none">• .5 Hours
Standard emergency plan and procedures in the workplace	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-3	<ul style="list-style-type: none">• Perform Self-Check 1.1-3• Answer Written Questions 1.1-3	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-3 to Answer Key 1.1-3	<ul style="list-style-type: none">• Information Sheet 1.1-3• Self-Check 1.1-3• Answer Key 1.1-3	<ul style="list-style-type: none">• .5 Hours
Safe handling procedures of tools, equipment and materials	<ul style="list-style-type: none">• Lecture• Discussion• Interaction	<ul style="list-style-type: none">• Read Information Sheet 1.1-4	<ul style="list-style-type: none">• Perform Self-Check 1.1-4• Answer Written Questions 1.1-4	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation	<ul style="list-style-type: none">• Information Sheet 1.1-4• Self-Check 1.1-4• Answer Key 1.1-4	<ul style="list-style-type: none">• .5 Hours

				<ul style="list-style-type: none"> Compare Self-Check 1.1-4 to Answer Key 1.1-4 		
LO 1.2 Prepare OSH requirements for compliance						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> Perform Self-Check 1.2-1 Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> Information Sheet 1.2-1 Self-Check 1.2-1 Answer Key 1.2-1 	<ul style="list-style-type: none"> .5 Hours
Resources necessary to execute hierarchy of controls	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> Perform Self-Check 1.2-2 Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> Information Sheet 1.2-2 Self-Check 1.2-2 Answer Key 1.2-2 	<ul style="list-style-type: none"> .5 Hours
Safe handling procedures of tools, equipment and materials	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> Perform Self-Check 1.2-3 Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> Information Sheet 1.2-3 Self-Check 1.2-3 Answer Key 1.2-3 	<ul style="list-style-type: none"> .5 Hours
Material, tool and equipment identification skills	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> Perform Self-Check 1.2-4 Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> Information Sheet 1.2-4 Self-Check 1.2-4 Answer Key 1.2-4 	<ul style="list-style-type: none"> .5 Hours
LO 1.3 Perform tasks in accordance with relevant OSH policies and procedures						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME

Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 • Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 • Answer Key 1.3-1 	<ul style="list-style-type: none"> • .5 Hours
Industry related work activities	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-2 • Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> • Information Sheet 1.3-2 • Self-Check 1.3-2 • Answer Key 1.3-2 	<ul style="list-style-type: none"> • .5 Hours
General OSH principles	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
Critical thinking skills	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours

G. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

Z. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.
- For Oral Questioning: Rating Sheet.

AA. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

BB. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:	TOURISM					
QUALIFICATION TITLE:	COOKERY NC II					
UNIT OF COMPETENCY:	EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE					
MODULE TITLE:	EXERCISING EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE					
SUMMARY OF LEARNING OUTCOMES:	LO 1 Identify the efficiency and effectiveness of resource utilization LO 2 Determine causes of inefficiency and/or ineffectiveness of resource utilization LO 3 Convey inefficient and ineffective environmental practices					
NOMINAL DURATION:	6 Hours					
CC. INTRODUCTION / UNIT DESCRIPTION:	This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and Convey inefficient and ineffective environmental practices					
LEARNING ACTIVITIES:						
LO 1.1 Identify the efficiency and effectiveness of resource utilization.						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-1	<ul style="list-style-type: none">• Perform Self-Check 1.1-1• Answer Written Questions 1.1-1	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-1 to Answer Key 1.1-1	<ul style="list-style-type: none">• Information Sheet 1.1-1• Self-Check 1.1-1• Answer Key	<ul style="list-style-type: none">• .5 Hours
Importance of Environmental Literacy	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-2	<ul style="list-style-type: none">• Perform Self-Check 1.1-2• Answer Written Questions 1.1-2	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-2 to Answer Key 1.1-2	<ul style="list-style-type: none">• Information Sheet 1.1-2• Self-Check 1.1-2• Answer Key 1.1-2	<ul style="list-style-type: none">• .5 Hours
Required resource utilization in the workplace is measured using appropriate techniques	<ul style="list-style-type: none">• Lecture• Discussion• Interaction• Group Activities	<ul style="list-style-type: none">• Read Information Sheet 1.1-3	<ul style="list-style-type: none">• Perform Self-Check 1.1-3• Answer Written Questions 1.1-3	<ul style="list-style-type: none">• Interviews / Questioning• Demonstration• Observation• Compare Self-Check 1.1-3 to Answer Key 1.1-3	<ul style="list-style-type: none">• Information Sheet 1.1-3• Self-Check 1.1-3• Answer Key 1.1-3	<ul style="list-style-type: none">• .5 Hours
Recorded data are compared to	<ul style="list-style-type: none">• Lecture• Discussion	<ul style="list-style-type: none">• Read Information Sheet 1.1-4	<ul style="list-style-type: none">• Perform Self-Check 1.1-4	<ul style="list-style-type: none">• Interviews / Questioning	<ul style="list-style-type: none">• Information Sheet 1.1-4• Self-Check 1.1-4	<ul style="list-style-type: none">• .5 Hours

determine the efficiency and effectiveness of resource utilization according to established environmental work procedures	<ul style="list-style-type: none"> Interaction 		<ul style="list-style-type: none"> Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> Demonstration Observation Compare Self-Check 1.1-4 to Answer Key 1.1-4 	<ul style="list-style-type: none"> Answer Key 1.1-4 	
LO 1.2 Determine causes of inefficiency and/or ineffectiveness of resource utilization						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> Perform Self-Check 1.2-1 Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> Information Sheet 1.2-1 Self-Check 1.2-1 Answer Key 1.2-1 	<ul style="list-style-type: none"> .5 Hours
Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> Perform Self-Check 1.2-2 Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> Information Sheet 1.2-2 Self-Check 1.2-2 Answer Key 1.2-2 	<ul style="list-style-type: none"> .5 Hours
Causes of environmental inefficiencies and ineffectiveness	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> Perform Self-Check 1.2-3 Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> Information Sheet 1.2-3 Self-Check 1.2-3 Answer Key 1.2-3 	<ul style="list-style-type: none"> .5 Hours
Identified causes of inefficiency and/or ineffectiveness are validated thru established environmental	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> Perform Self-Check 1.2-4 Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-4 to 	<ul style="list-style-type: none"> Information Sheet 1.2-4 Self-Check 1.2-4 Answer Key 1.2-4 	<ul style="list-style-type: none"> .5 Hours

procedures				Answer Key 1.2-4		
LO 1.3 Convey inefficient and ineffective environmental practices						
LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> Perform Self-Check 1.3-1 Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> Information Sheet 1.3-1 Self-Check 1.3-1 Answer Key 1.3-1 	<ul style="list-style-type: none"> .5 Hours
Efficiency and effectiveness of resource utilization are reported to appropriate personnel	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> Perform Self-Check 1.3-2 Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> Information Sheet 1.3-2 Self-Check 1.3-2 Answer Key 1.3-2 	<ul style="list-style-type: none"> .5 Hours
Concerns related resource utilization are discussed with appropriate personnel	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours
Feedback on information/ concerns raised are clarified with appropriate personnel	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> Perform Self-Check 1.3-3 Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> Information Sheet 1.3-3 Self-Check 1.3-3 Answer Key 1.3-3 	<ul style="list-style-type: none"> .5 Hours
H. SELF-ASSESSMENT PLAN:						
<ul style="list-style-type: none"> Individual and group demonstration (practical application). Oral questioning. 						

- Final interview and feedback.

DD. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.
- For Oral Questioning: Rating Sheet.

EE. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

FF. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: **EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE.**
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director

SESSION PLAN

SECTOR:

TOURISM

QUALIFICATION TITLE:	COOKERY NC II
UNIT OF COMPETENCY:	PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE
MODULE TITLE:	PRACTICING ENTREPRENEURIAL SKILLS IN THE WORKPLACE
SUMMARY OF LEARNING OUTCOMES:	LO 1 Apply entrepreneurial workplace best practices LO 2 Communicate entrepreneurial workplace best practices LO 3 Implement costeffective operations
NOMINAL DURATION:	6 Hours
GG. INTRODUCTION / UNIT DESCRIPTION:	This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations

LEARNING ACTIVITIES:

LO 1.1 Apply entrepreneurial workplace best practices.

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Module	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-1 	<ul style="list-style-type: none"> Perform Self-Check 1.1-1 Answer Written Questions 1.1-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-1 to Answer Key 1.1-1 	<ul style="list-style-type: none"> Information Sheet 1.1-1 Self-Check 1.1-1 Answer Key 	<ul style="list-style-type: none"> .5 Hours
Workplace best practices, policies and criteria	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-2 	<ul style="list-style-type: none"> Perform Self-Check 1.1-2 Answer Written Questions 1.1-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-2 to Answer Key 1.1-2 	<ul style="list-style-type: none"> Information Sheet 1.1-2 Self-Check 1.1-2 Answer Key 1.1-2 	<ul style="list-style-type: none"> .5 Hours
Good practices relating to workplace operations are observed and selected following workplace policy	<ul style="list-style-type: none"> Lecture Discussion Interaction Group Activities 	<ul style="list-style-type: none"> Read Information Sheet 1.1-3 	<ul style="list-style-type: none"> Perform Self-Check 1.1-3 Answer Written Questions 1.1-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.1-3 to Answer Key 1.1-3 	<ul style="list-style-type: none"> Information Sheet 1.1-3 Self-Check 1.1-3 Answer Key 1.1-3 	<ul style="list-style-type: none"> .5 Hours
Ways in fostering entrepreneurial attitudes: • Patience • Honesty •	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.1-4 	<ul style="list-style-type: none"> Perform Self-Check 1.1-4 Answer Written Questions 1.1-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation 	<ul style="list-style-type: none"> Information Sheet 1.1-4 Self-Check 1.1-4 Answer Key 1.1-4 	<ul style="list-style-type: none"> .5 Hours

Qualityconsciousness • Safetyconsciousness • Resourcefulness				• Compare Self-Check 1.1-4 to Answer Key 1.1-4		
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LO 1.2 Communicate entrepreneurial workplace best practices

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
Introduction to the Session	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-1 	<ul style="list-style-type: none"> Perform Self-Check 1.2-1 Answer Written Questions 1.2-1 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-1 to Answer Key 1.2-1 	<ul style="list-style-type: none"> Information Sheet 1.2-1 Self-Check 1.2-1 Answer Key 1.2-1 	<ul style="list-style-type: none"> .5 Hours
Workplace best practices, policies and criteria	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-2 	<ul style="list-style-type: none"> Perform Self-Check 1.2-2 Answer Written Questions 1.2-2 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-2 to Answer Key 1.2-2 	<ul style="list-style-type: none"> Information Sheet 1.2-2 Self-Check 1.2-2 Answer Key 1.2-2 	<ul style="list-style-type: none"> .5 Hours
Cost-conscious habits in resource utilization are communicated based on industry standards.	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-3 	<ul style="list-style-type: none"> Perform Self-Check 1.2-3 Answer Written Questions 1.2-3 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-3 to Answer Key 1.2-3 	<ul style="list-style-type: none"> Information Sheet 1.2-3 Self-Check 1.2-3 Answer Key 1.2-3 	<ul style="list-style-type: none"> .5 Hours
Observed good practices relating to workplace operations are communicated to appropriate person.	<ul style="list-style-type: none"> Lecture Discussion Interaction 	<ul style="list-style-type: none"> Read Information Sheet 1.2-4 	<ul style="list-style-type: none"> Perform Self-Check 1.2-4 Answer Written Questions 1.2-4 	<ul style="list-style-type: none"> Interviews / Questioning Demonstration Observation Compare Self-Check 1.2-4 to Answer Key 1.2-4 	<ul style="list-style-type: none"> Information Sheet 1.2-4 Self-Check 1.2-4 Answer Key 1.2-4 	<ul style="list-style-type: none"> .5 Hours

LO 1.3 Implement costeffective operations

LEARNING CONTENT	METHODS	PRESENTATION	PRACTICE	FEEDBACK	RESOURCES	TIME
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Introduction to the Session	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-1 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-1 • Answer Written Questions 1.3-1 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-1 to Answer Key 1.3-1 	<ul style="list-style-type: none"> • Information Sheet 1.3-1 • Self-Check 1.3-1 • Answer Key 1.3-1 	<ul style="list-style-type: none"> • .5 Hours
Preservation and optimization of workplace resources is implemented in accordance with enterprise policy	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-2 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-2 • Answer Written Questions 1.3-2 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-2 to Answer Key 1.3-2 	<ul style="list-style-type: none"> • Information Sheet 1.3-2 • Self-Check 1.3-2 • Answer Key 1.3-2 	<ul style="list-style-type: none"> • .5 Hours
Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements.	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours
Implementing preservation and optimizing workplace resources	<ul style="list-style-type: none"> • Lecture • Discussion • Interaction 	<ul style="list-style-type: none"> • Read Information Sheet 1.3-3 	<ul style="list-style-type: none"> • Perform Self-Check 1.3-3 • Answer Written Questions 1.3-3 	<ul style="list-style-type: none"> • Interviews / Questioning • Demonstration • Observation • Compare Self-Check 1.3-3 to Answer Key 1.3-3 	<ul style="list-style-type: none"> • Information Sheet 1.3-3 • Self-Check 1.3-3 • Answer Key 1.3-3 	<ul style="list-style-type: none"> • .5 Hours

I. SELF-ASSESSMENT PLAN:

- Individual and group demonstration (practical application).
- Oral questioning.
- Final interview and feedback.

HH. WRITTEN TEST:

- Type of Assessment: Written Test, Demonstration, and Oral Questioning.
- Type of Evidence: For Written Test: Answer Sheet.
- For Oral Questioning: Rating Sheet.

II. PERFORMANCE TEST:

- Venue of Assessment: Institutional Assessment / Practical Work Area.
- For Demonstration: Training Outputs, Finished Products, Result of Performance based on Criteria.
- For Oral Questioning: Rating Sheet.

JJ. TRAINER'S REFLECTION TO THE SESSION:

- Almost all of the trainees were able to accomplish all the training activities and tasks.
- Other trainees have to practice more on how to: PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE.
- 85 percent of the trainees passed the assessment, while some of the trainees are glad to use the CBLM.

Prepared by:

Noted by:

Trainer

Training Director