



BSBIND201 Work effectively in a Business Environment Lesson Plan

Title	BSBIND201 Work effectively in a Business Environment	
Unit Duration	20 hours	
Objectives of the lesson By the end of this lesson students should be able to:	<ol style="list-style-type: none"> 1. Work within organisational requirements 2. Work in a team 3. Develop effective work habits 	<p>Learning skills</p> <ol style="list-style-type: none"> 1. Time Management 2. Dressing success 3. Effective work habits 4. Reading policy and procedures 5. Understanding of what is required when working in a business 6. WHS Skills 7. Team work Skills
Materials Needed		
Handouts: located in the resources folder Learning guide from ACR Power Point		
Lesson- Note each session is 1 hour – total of 20 hours delivery		
Session #	Topic	Resources
1-4	<p>Introduction – question “What is expected of us when working in a business environment?” Use whiteboard and note points students call out.</p> <p>Work within organisational requirements</p> <ul style="list-style-type: none"> • Identify and read organisation’s requirements and responsibilities • Seek advice from appropriate persons, where necessary • Outline the organisational documents that are relevant to working effectively • Knowledge and understanding of employee and employer responsibilities • Comply with relevant duty of care, legal responsibilities and organisational goals and objectives • Identify, recognise and follow behaviour contributing to a safe work environment 	Power Points 1-33
5-7	<ul style="list-style-type: none"> • Identify the legislation that applies to working effectively in a business environment • Identify roles and responsibilities of colleagues and immediate supervisors • Identify standards and values considered detrimental to the organisation and communicate this through appropriate channels • Outline terms and conditions of employment. 	



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8-11	<ul style="list-style-type: none"> Display courteous and helpful manners at all times Complete allocated tasks Seek assistance when difficulties arise Use questioning techniques to clarify instructions or responsibilities and apply communication principles Identify and display a non-discriminatory attitude in all engagements with staff, management or clients by applying appropriate legislation 	Power Point Slides 34-42
8-15	Complete team tasks for the assessment	
16-19	<ul style="list-style-type: none"> Identify work and personal priorities and achieve work/life balance Apply time management strategies to work duties 	Power Point Slides 43-55
20-21	<ul style="list-style-type: none"> Observe appropriate dress and behaviours as required by your role 	
22	Complete all assessments by set deadline	
<p>Instructional Procedures</p> <ol style="list-style-type: none"> Focusing Event: Ask the question(s) above: Create a foundation for learning by reading assignments and other homework; or summarising previous lessons or exercises; and/or watching a video on the topics refer to any videos by searching on topics using You Tube or Vimeo or Google search. Write down possible answers on the white board or butcher paper or flip chart pad. Have an open discussion about each question from the questions you ask to stimulate learning. Encourage brainstorming. Use the Power Point to show instructional components and discuss each point Formative check: After each session the students will complete the activities listed in the learning guide Student Participation: students to complete all activities in the learning guide as small groups and present back to the class what they learned. 		
<p>Guidelines for Independent practice</p> <p>Using the activities listed in the learning guide for this unit students are to work in small teams for each activity unless stipulated otherwise.</p>		
<p>Closing</p> <p>At the end of the classes students should submit any completed work during class to the teacher. Students should also submit any completed assessment components.</p> <p>Close the session with a review of what was learned</p>		
<p>Homework</p> <ol style="list-style-type: none"> Research all theory questions and make notes Refer back to the Power Point and Learning guide Read your notes in preparation for the assessment 		<p>Assessment</p> <ol style="list-style-type: none"> Students to complete all theory questions for this unit Students to complete the practical aspects for the assessment as per the assessment workbook.



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