PROJECT MANAGEMENT LESSON PLANNING

Student: Isaac Jacobo
Classes per week: 3
Position: Coppel Manager of Innovation
Level: B1
Curriculum: B1 Project Management Curriculum
Current topic: 6-8

Decompress:

Here's the template: Needs analysis/Decompress template

Notes on Client (Changes on new curriculum, suggestions, needs another curriculum, etc.):

Remember to notify your leader when decompress is completed, or contact directly with Jaime via Slack

Week 1 - Professional profile
Aims: To adequately describe your job position, the responsibilities it involves as well as properly introduce each member of your team.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: June 28 Bernardo TRIAL			
Lesson 1: Introduce yourself & describe your position	• Grammar: Present tense / Sentence structure with conjunctions • Vocabulary: Action verbs necessary for the position	• Clients introduce themselves and describe their job	What is project management? (video)
Comments/ Suggestions for next lesson:			
Date/teacher: July 4 Maja			
Lesson 2: Go over activities & responsibilities	● Grammar: Gerunds (for activities & verbs that take gerunds) ● Vocabulary: work activities and responsibilities	● Clients talk about work activities and responsibilities	Linkedin profiles
Comments/ Suggestions for next lesson:			
Date/teacher: Jul 4, 2025 Bernardo			

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Lesson 3: Introduce your team members	• Grammar: Present Simple and Continuous • Vocabulary: Adjectives	• Clients are able to introduce others and describe their responsibilities	https://pitchavatar.com/how-to-properly-introduce-your-team/

Comments/ Suggestions for next lesson:

Week 2 - Your company
Aims: To present a timeline of your company as well as its position within the industry.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 11, Ivan

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Lesson 4: Describe the evolution of your company	• Grammar: Past continuous vs past simple/ timelines • Vocabulary: company history, time markers for the past	• Client presents the timeline of their company	Ex Apple timeline

Comments/ Suggestions for next lesson:

Date/teacher: 12 jul 2025 David

Lesson 5: Connect actions inside the company	• Grammar: Connectors (emphasize, addition, contrast, …) • Vocabulary: organizational structure	• Client describes the organizational structure of their company and how it is connected	Connectors Types of organizational structures

Comments/ Suggestions for next lesson:

Date/teacher: July 15, Ivan

Lesson 6: Explain the relation with suppliers & clients	● Grammar: Modal verbs (possibilities & requests) ● Vocabulary:work relationships	● Clients talks about the relationships at work	Modal verbs exercises

Comments/ Suggestions for next lesson:

Week 3 - Current projects
Aims: To thoroughly describe present, past and future projects as well as their creation process.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: July 16th, Ivan

Lesson 7: Explain the process when you start a project	● Grammar: Modals/Connection words (cause & effects) ● Vocabulary: projects	● Client discussed and describes a process of starting a project	Six questions to ask before starting a big project.

Comments/ Suggestions for next lesson:

Date/teacher: July 30th Jared /July 18th Jared DNH

Lesson 8: Describe your current project	• Grammar: Sequencers, Present Perfect • Vocabulary: adjectives, projects	• Client describes and details current projects	Good project managers vs bad managers
Comments/ Suggestions for next lesson:			

Date/teacher: July 31st, Ivan

Lesson 9: Describe past & future projects	• Grammar: Past Simple vs Present Perfect/ Future tense • Vocabulary: adjectives, projects	• Client details past and future projects	How to Write a Project Plan [PROJECT PLANNING STEPS THAT WORK]
Comments/ Suggestions for next lesson:			

Week 4 - Organizational chart
Aims: To describe in an accurate form the positions within a company as well as their roles.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: 1 ago 2025 Karen

Lesson 10: Explain the hierarchy of your company - Who works where?	• Conditionals (0 & 1st) • Vocabulary: jobs and tasks	• Client details the hierarchy and structure of their company	Create organizational chart
Comments/ Suggestions for next lesson:			

Date/teacher: 27 ago 2025 Karen

Lesson 11: Explain who is responsible for what or in charge of	• Grammar: verb + Prepositions/ gerunds and infinitives • Vocabulary: departments	• Client details the departments in their company and their duties	Draw the setup of your company
Comments/ Suggestions for next lesson:			

Date/teacher: August 28th, Edgar

Lesson 12: Compare different company structures	• Grammar: Comparatives & superlatives • Vocabulary: company structure	• Client compares different company structures (Alcanza vs Coppel) - what are the pros and cons?	Difference between startups and SMEs
Comments/ Suggestions for next lesson:			

Week 5 - Meetings
Aims: To be able to manage all aspects related to a business meeting.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: Aug 29, 2025 Bernardo dnh

| Lesson 13: Scheduling & rescheduling meetings | • Grammar: Polite language (request & phrases)/ Preposition of time
• Skill: More complex question formation
• Vocabulary: meetings | • Client is able to schedule and reschedule appointments, discuss availability | • Meeting vocabulary
• Quiz meeting vocabulary |

Comments/ Suggestions for next lesson:

Date/teacher: August 30th, Ivan

| Lesson 14: Preparing a meeting | • Grammar: Phrasal verbs
• Vocabulary: wants and needs | • Client explains how they set up their meetings (wants & needs) | Article your meetings stink & what to do about it. |

Comments/ Suggestions for next lesson:

Date/teacher:

| Lesson 15: Having a meeting | • Grammar: Discourse markers / WH question forms
• Skill: participating in a meeting
• Vocabulary: meetings | • Client role plays participating in a meeting | • Questions to ask in a meeting
• The most critical types of project management |

Comments/ Suggestions for next lesson:

Week 6 - Let's hire someone!
Aims: To fully prepare the needs of a new position within the company as well as select the proper candidate for it.

Date/teacher:

| Lesson 16: Minimum vs preferred qualities (write a vacancy) | • Grammar: passive voice, Royal order of adjectives
• Skills: writing
• Vocabulary: skills hard and soft | • Client details and describes a job vacancy | • Job Description Vocabulary
• Job Description Template |

Comments/ Suggestions for next lesson:

Date/teacher:

| Lesson 17: Job interview | • Grammar: questions in passive
• Vocabulary: job vacancy | • Client asks and answers questions for a job interview | • Inclusive Language (extension activity) |

Comments/ Suggestions for next lesson:

Date/teacher:

| Lesson 18: Evaluate candidates | • Grammar: reported speech
• Vocabulary: skills | • Client evaluates potential candidates for a vacancy | |

Comments/ Suggestions for next lesson:

Week 7 Projects 2.0 - Into the deep
Aims: To fully evaluate the risks and benefits of a new project.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher:			
Lesson 19: Managing time	• Grammar: Second Conditional / prepositions of time • Vocabulary: time management	• Clients discusses their time management and deadlines	Quiz vocab time management Time management tips
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 20: Scopes and capabilities	• Grammar: Tenses review (all) • Vocabulary: intensifiers	• Client reflects on their scope and capabilities	Avoid this time management mistakes
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 21: Risk and Result	• Grammar: will vs would/ conditionals review • Vocabulary: predictions	• Client is able to discuss how to calculate cost, outcome and manage risks and results	How to prioritize your company's projects
Comments/ Suggestions for next lesson:			
Topic 8 - Evaluation - Formal			
Date/teacher:			
Lesson 22: Evaluation prep	● Content from week 1-3	• Explain who is involved in your current project	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 23: Evaluation prep	• Content from week 4-5	• Explain the problems & solutions from your previous projects	
Comments/ Suggestions for next lesson:			
Date/teacher:			
Lesson 24: Evaluation prep	● Content from week 6-7	• Explain the KPIs of your project	
Comments/ Suggestions for next lesson:			
Lesson 25: Final eval			
		Client's comments about evaluation/next curriculum:	