

Negotiation - LESSON PLANNING

Student: Giovanni Caldera

Classes per week: 3

Position: Coppel Buyer

Level: B1+/B2

Curriculum:  B1+/B2 Negotiation curriculum

Current week: 1-8

Material for classes:

 Material - Negotiations

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

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Week 1 - Listening for detail in Business conversations Aims: To be able to fully identify the adequate terms and words to present a professional business offer.			

Date/teacher: March 31st, Ivan

March 30th, Ivan **DNH**

Lesson 1: Listen to a business pitch and identify keywords

- Grammar: imperative, sequencers
- Vocabulary: Identifying keywords

- Client is able to create their own business speech

<https://piktochart.com/blog/business-pitch/>

Comments/ Suggestions for next lesson:

Date/teacher: April 1-karelle

Lesson 2: Use your notes to create complete ideas

- Grammar: sentence structure, linking words
- Vocabulary: ideas, key message, communication skills, clarify

- Client is able to generate, express and discuss complete ideas

<https://englishwithkim.com/express-ideas-clearly/>

Comments/ Suggestions for next lesson:

Date/teacher: April 9th Jared/ April 6th, Ivan **DNH**

Lesson 3: Explain and classify potential offers

- Grammar: present perfect
- Vocabulary: Using negotiation vocabulary

- Client is able to explain and classify potential offers.

<https://hbr.org/2017/04/how-to-evaluate-accept-reject-or-negotiate-a-job-offer>
<https://www.fluentu.com/blog/business-english/business-english-negotiation-phrases/>

Comments/ Suggestions for next lesson:

Week 2 - Finding Sellers

Aims: To adequately identify leads as well as their needs.

TOPIC & CONTENT

LANGUAGE FOCUS

PRODUCTION

MATERIALS / SKILLS

Date/teacher: April 10th, Ivan

Lesson 4: Find sellers (leads)

- Grammar: comparative and superlative
- Vocabulary: irregular verbs

- Client is able to identify the characteristics of a vendor.

<https://www.businessenglishpod.com/2020/04/26/business-english-pod-357-english-for-purchasing-3-vendor-qualification/>

Comments/ Suggestions for next lesson:

Date/teacher:
April 16th, Claudia
04/15 Eka (**off curr**)

Lesson 5: Identify needs

- Grammar: Conditionals review (all)
- Vocabulary: customer, needs, wants, sale process, sales person

- Client is able to identify and understand the needs of a customer.

<https://www.businessenglishpod.com/2015/12/06/bep-280-english-for-sales-process-2-understanding-customer-needs/>

Comments/ Suggestions for next lesson: **16/04/2026** - Today we saw one part of the lesson (04-16) Tomorrow we are going to see the rest of it.

Date/teacher: April 22nd, Ivan

Lesson 6: Match the needs w/ target market - "finding a good fit

- Grammar: present perfect continuous
- Vocabulary: Phrasal verbs, target market, strategy

- Client is able to identify and approach the target market

 How to identify my Tar...

Comments/ Suggestions for next lesson:

Week 3 - Connecting with sellers

Aims: To correctly evaluate leads quality and establish techniques for successfully connecting with them.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
Date/teacher: June 8th, Claudia April 24th, Claudia (DNH) April 23rd, Claudia (DNH)			
Lesson 7: Identify and qualify leads	- Grammar: past perfect and past perfect continuous - Vocabulary: Vocabulary for sales relationships	Client is able to identify and qualify leads	https://www.thebalancesmb.com/marketing-sales-prospect-1794386#:~:text=A%20lead%20is%20an%20unqualified,your%20sales%20funnel%20or%20process.https://www.salesreadinessgroup.com/blog/five-types-of-sales-relationships
Comments/ Suggestions for next lesson:			

Date/teacher: June 25th, Ivan
June 9th, Ivan DNH

Lesson 8: Questions to establish the lead quality	- Grammar: wh questions present, past and future - Vocabulary: Question forms	Client is able to identify and measure the lead quality	https://www.monsterinsights.com/how-to-measure-lead-quality/
Comments/ Suggestions for next lesson:			

Date/teacher: 06/30 Eka
June 26th, Ivan DNH

Lesson 9: Evaluating leads and connecting with them	- Grammar: greetings and regards structure - Vocabulary: Formal emails - connecting with leads	Client is able to use proper strategies to evaluate and connect with leads	https://www.linkedin.com/pulse/7-ways-you-need-connecting-your-best-leads-alexi-lambert-e-i-t-
Comments/ Suggestions for next lesson:			

Week 4 - Making a pitch

Aims: To define and practice useful and key expressions in your own sales pitch.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher: July 3rd, Claudia (DNH)

Lesson 10: Identifying who your target is and what you can offer

- Grammar: possessive adjectives and pronouns
- Vocabulary: marketing phrasal verbs

- Client is able to describe and identify their target

<https://www.inc.com/guides/2010/06/defining-your-target-market.html>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 11: Creating the English version of your sales pitch

- Grammar: linking words
- Vocabulary: Useful expressions for a pitch

- Client creates the english version of their sales pitch

<https://www.saleshandy.com/blog/15-words-power-sales-pitch/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 12: Getting the sale (role play + feedback)

- Grammar: Selecting the correct tense to use.
- Vocabulary: Discourse markers

- Client is able to close the sale properly.

<https://www.resourcefulselling.com/closing-the-sale/>

Comments/ Suggestions for next lesson:

Week 5 - Negotiating a deal

Aims: To identify expected numbers during the negotiation process and make them clear for both parts.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:

Lesson 13: Discussing Revenue, Budget, Product

- Grammar: Comparatives and superlatives.
- Vocabulary: Finances.

- Clients learn useful expressions, talking about numbers

<https://www.indeed.com/career-advice/career-development/revenue-definition>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 14: Expectations and meeting them

- Grammar: Future tense.
- Vocabulary: Will vs would. Goals.

- Clients set expectations to work using will/would.

<https://www.forbes.com/sites/forbescoachescouncil/2019/11/26/14-ways-to-effectively-set-expectations-with-your-employees/?sh=408f5ac06a20>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 15: Clarifying Service level Agreements / Settling

- Grammar: Adverbs of degree.
- Vocabulary: SLA

- Client understands SLA to create common understanding with provider

<https://meetlogistics.com/cadena-suministro/service-level-agreements/>

Comments/ Suggestions for next lesson:

Week 6 - Clarifying details

Aims: To clearly understand the negotiation process and identify each of its stages.

TOPIC & CONTENT

LANGUAGE FOCUS

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Date/teacher:

Lesson 16: Negotiations expectations and timelines

- Grammar: Prepositions of time, agendas.
- Vocabulary:

- Client sets a considerable timeline for expectations.

<https://www.whizlabs.com/blog/how-to-negotiate-for-timelines-and-schedule-of-a-project/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 17: Walking someone through an agreement

- Grammar: Conditionals.
- Vocabulary: Deal agreements

- Client is able to carefully explain the points of an agreement with a vendor.

<https://ironcladapp.com/journal/contract-process/contract-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 18: Identifying what to ask and what not to ask (framing)

- Grammar: W/H Questions, Modals.
- Vocabulary: Can, could, might, may, should, must.

- Client is able to identify the best questions to close a deal, meeting, or event.

<https://www.pon.harvard.edu/daily/negotiation-skills-daily/ask-better-questions-in-negotiation-nb/>

Comments/ Suggestions for next lesson:

Week 7 - Closing the deal

Aims: To correctly manage the best strategies to close and follow up deals.

TOPIC & CONTENT

LANGUAGE FOCUS

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Date/teacher:

Lesson 19: Analysing and closing the deal strategies and when to use each

- Grammar: cause and effect
- Vocabulary: negotiation step

- Clients discuss and detail different negotiation strategies

<https://www.vistage.com/research-center/business-growth-strategy/six-successful-strategies-for-negotiation/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 20: Closing the deal scenarios

- Grammar: Third conditional.
- Vocabulary: Could, would.

- Client is able to close a deal successfully.

<https://www.efficacy.com/techniques-close-deals/>

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 21: Follow-up on a deal

- Grammar: phrasal verbs / prepositions
- Vocabulary: Feedback, useful expressions

- Client is able to follow up past discussion deals and close them.

<https://www.pipedrive.com/en/blog/sales-follow-up-email-templates>

Comments/ Suggestions for next lesson:

Week 8 - Evaluation preparation

Aims: General review

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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Date/teacher:

Lesson 22: Evaluation prep

- Content from week 1-3

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 23: Evaluation prep

- Content from week 4-5

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 24: Evaluation prep

- Content from week 6-7

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):

PROJECT MANAGEMENT LESSON PLANNING

Student: Giovanni Caldera

Classes per week: 3

Position: Coppel Buyer

Level: B1

Curriculum: [B1 Project Management Curriculum](#)

Current topic: 1-8

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

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Date/teacher: 07/03/25 Karen

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: March 11th Jared

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: March 12th Jared

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: March 13th Jared			
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: March 20th Jared DNH March 21st Jared			
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: Mar 25, 2025 Bernardo			
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: : Mar 25, 2025 Karen			
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: Mar 26, 2025 Karen			

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: Mar 27, 2025 Karen			
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: Apr 1, 2025 Bernardo			
Mar 28, 2025 Bernardo dnh			
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: Apr 2, 2025 Bernardo DNH Apr.7th Brian			
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: Apr.9th Brian DNH Apr. 10th Brian			
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: Apr 22, 2025 Bernardo			

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
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Comments/ Suggestions for next lesson:

Date/teacher: April 23rd, Edgar DNH Apr. 24th Brian (off curriculum)

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.
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Comments/ Suggestions for next lesson: **Please repeat this lesson. Student was stuck in traffic.**

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
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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
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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)
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Comments/ Suggestions for next lesson:

Date/teacher:

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

