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 identity 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**
Date/teacher: ivan 09/17 Eka DNH **(THIS LESSON WAS SKIPPED – PLEASE GO BACK AND DO THIS LESSON BEFORE MOVING FORWARD)** 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: August 5th, Ivan			
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: August 11th, Ivan			
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**
Date/teacher: August 18th, Ivan			
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: August 25th, Ivan August 20, Yasmine DNH			
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: / Consultant: September 15th, Edgar Date: / Consultant: August 26, Claudia **DNH**			
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	PRODUCTION	MATERIALS / SKILLS
Date/teacher: October13th, Claudia			
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: October 14, 2026/Tere			
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: October 21st, Claudia 10/20 Eka DNH			
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**	**PRODUCTION**	**MATERIALS / SKILLS**
Date/teacher: October 22nd, Ivan			
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: October 27th, Yasmine off topic			
Lesson 20: Closing the deal scenarios	• Grammar: Third conditional. • Vocabulary: Could, would.	• Client is able to close a deal successfully.	https://www.efficy.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**
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	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS
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 DNHMarch 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
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.
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
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:			