

PROJECT MANAGEMENT LESSON PLANNING

Student: Jaime Andrés Sánchez

Classes per week: 2

Position: Independent Economist

Level: B1/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: 02/24/2026 - Eka (restart) 08/20 Edgar			
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 4th 2026, Ivan 08/22 Edgar			
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: July 13th, Ivan			

March 11th, Ivan
8/27/24 Dowse

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: 03/25/2026 Eka
08/29 Edgar

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: 1 abr 2026 Karen

09/03 Edgar

09/03 Edgar OFF CURRICULUM

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: **Feel free to review this topic. Client wanted to practice more the topics which were past tenses and prepositions so we focused a lot on reviewing and practicing these past topics.**

Date/teacher: Sep. 10, 24/Tere
April 9th Karen

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: Sept 12/Ruth

16 abr 2026 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: Sep. 17, 24/Tere

23 abr 2026 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: 09/19 Eka

30 abr 2026 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: DNH

May 28th, Ivan OFF CURRICULUM

18 may 2026 Karen OFF CURRICULUM

May 15th, Ivan OFF CURRICULUM

September 24th, María Luisa

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: **MAY 28TH Andres wanted to discuss how his presentation, and had to leave early for a meeting, please have this class before moving on**

Date/teacher: June 25th, Ivan

18 may 2026 Karen OFF CURRICULUM

Sept. 26/Ruth

Lesson 11: Explain who is responsible for what or in

- Grammar: verb + Prepositions/ gerunds

- Client details the departments in their

Draw the setup of your company

charge of	- and infinitives - Vocabulary: departments	company and their duties	
Comments/ Suggestions for next lesson: He was preparing for a presentation (interview) for a new job position so we practiced his slides... you can continue with the lesson plan ing next class			
Date/teacher: July 3rd, 2026.- Claudia (DNH) Oct 16th, 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: 16 jul 2026 Karen October 17th, Alejandro			
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: 07/23 Eka Oct.22/Ruth			
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: October 24, 2024 Dowse			
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: 19 mar 2026 Karen (REMEMBER HE RESTARTED THIS CURR – Please follow the number of lesson marked in the remote doc)

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: Jun 12th Jared

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

- Client is able to discuss how to calculate cost,

[How to prioritize your company's projects](#)

	Vocabulary: predictions	outcome and manage risks and results	
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: B1+ Intermediate Business			