A2 LESSON PLANNING

Student: SuKarne
Classes per week:
Position:
Level: A2
Curriculum: 📄 A2 Onboarding 1 Curriculum
Current week: 2-8

Student	Level
Alan Roberto Sepúlveda Valle	
Ivan Antonio Reguera Velasco	

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 - Interviews
Aims: Passing/giving an interview, question making and answering interview questions, as well as analyzing aspects and characteristics of an individual and their body language.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher: August 27th/Ryan			
Lesson 1: Resume, aptitudes/skills	- Grammar: Present simple and past simple review - Vocabulary: Work routines and skills	Client is able to talk about his work history and resume.	What makes you employable? Lesson https://eslbrains.com/what-makes-you-employable/ Body language https://www.youtube.com/watch?v=1sfM-xx7tHI&ab_channel=GCFLearnFree.org

Comments/ Suggestions for next lesson:

Date/teacher: August 31st/Ryan

Lesson 2: Interview questions	● Grammar: Questions in Present and Past Simple ● Vocabulary: Interview questions	● Client is able to ask and answer job interview questions.	50 most common questions in an interview - Forbes https://www.forbes.com/sites/jacquelynsmith/2013/01/11/how-to-ace-the-50-most-common-interview-questions/#3a1f0cee4624

Comments/ Suggestions for next lesson:

Date/teacher:

Lesson 3: Body language in a job interview	● Grammar: Modal verbs review ● Vocabulary: Body language, interviews	● Client is able to comment and give advice for interviews.	Ted Talk "Loss of wisdom" Barry Schwartz. https://www.youtube.com/watch?v=VYu0kMCxFEE Google's toughest interview questions ▶ Google's toughest job … Job Interview Tips, Socially Awkward situations ▶ Job Interview Tips - So…

Comments/ Suggestions for next lesson:

Week 2 - Recruiting a team member
Aims: Writing job descriptions, analyzing the company's needs and wants for a specific position, identifying and analyzing ideal candidates as well as creating a job vacancy.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:

Lesson 4: Identifying a candidate profile	● Grammar: Adjectives, verb + gerund or infinitive ● Vocabulary: Hard skills/Soft skills, needs and wants	● Analyzing the company's needs and wants for a specific position, outlining the candidate profile.	Hard skills vs soft skills https://www.thebalancecare ers.com/hard-skills-vs-soft-ski lls-2063780
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 5: Job descriptions	● Grammar: Imperatives and gerunds ● Vocabulary: Job requirements, expectations	● Creating a job position organizational chart, outlining the job requirements.	Use Linkedin job ads https://www.linguahouse.co m/es/esl-lesson-plans/genera l-english/describing-jobs ▶ The Importance of Job…
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 6: Writing a vacancy	● Grammar: Linking words, verbs collocations ● Vocabulary: Collocations, job vacancies	● Writing and developing a recruitment ad.	https://www.indeed.com/car eer-advice/finding-a-job/how -to-write-an-email-asking-for- a-job-vacancy
Comments/ Suggestions for next lesson:			

Week 3 - Onboarding process **Aims:** Writing down the on boarding email for new employee, giving advice and recommendations to coworkers and counseling/ giving feedback.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:			
Lesson 7: Adapt to a new organization	● Grammar: Present Perfect ● Vocabulary: Change, onboarding process	● Client details the processes in the company and the duties of the new hires.	Onboarding Process vocabulary and class ideas. https://blog.talaera.com/hr-s eries-onboarding

			The first 90 days podcast https://learningleader.com/episode-180-michael-watkins-first-90-days-ensure-success-new-role/
Comments/ Suggestions for next lesson:			

Lesson 8: Onboarding emails	- Grammar: Present Perfect and Past Simple - Vocabulary: Emails, onboarding	Client explains and compares processes and expectations for new recruits.	Write an email summarizing the onboarding process for new hires https://www.getvero.com/resources/guides/lifecycle-marketing/onboarding-emails/
Comments/ Suggestions for next lesson:			

Lesson 9: Coaching a new employee	- Grammar: Advice (SHOULD/COULD) and polite requests (WOULD/COULD/MIGHT) - Vocabulary: Feedback and recommendations	Client summarizes performance, gives feedback and recommendations.	Feedback vocabulary https://www.ryerson.ca/istc/becomeasim/simulationforms/jcr:content/center/uiwdownload/file.res/Vocabulary%20and%20Word%20Choices%20for%20Feedback.pdf
Comments/ Suggestions for next lesson:			

Week 4 - Talent Development
Aims: Using empathy as a communication strategy, finding examples of career trajectory and writing what your ideal LinkedIn profile will look like in 10 years.

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Lesson 10: Identifying needs	● Grammar: Modals might/may/will for predictions ● Vocabulary: Empathy and predictions	● Clients use empathy in communication and make predictions about their colleagues needs.	Empathy- the key to a diverse and inclusive workplace. https://www.forbes.com/sites/janicegassam/2018/09/25/empathy-the-key-to-a-diverse-and-inclusive-workplace/#9baa95570971
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 11: Career trajectory	● Grammar: Zero and first conditional ● Vocabulary: careers	● Client discusses examples of career trajectory.	Use LinkedIn
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 12: Build individuals	● Grammar: Zero and first conditional/ future ● Vocabulary: Career development	● Client writes what their ideal linkedin profile will look like in 10 years.	Use LinkedIn - write an ideal profile in 10 years
Comments/ Suggestions for next lesson:			

Week 5 - Motivation
Aims: Analyzing Ted Talks and answering questions, body language, a motivational speech as well as designing a workshop for your team. Finding incentives for employees, including counseling and giving feedback.

TOPIC & CONTENT	LANGUAGE FOCUS	PRODUCTION	MATERIALS / SKILLS

Date/teacher:			
Lesson 13: Leader inspiration/drive	● Grammar: Future and conditionals review	● Client discusses ideas on motivation/leaders and inspiration.	Ted talks "The Puzzle of Motivation" Dan Pink.

	● Vocabulary: Motivation/leadership/drive		https://www.ted.com/talks/dan_pink_on_motivation?language=es https://www.imd.org/research-knowledge/articles/intrinsic-motivation-the-missing-piece-in-changing-employee-behavior/
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 14: Success	● Grammar: Linking words and discourse markers ● Vocabulary: Motivation/skills	● Designing a workshop for your team/ Writing a motivational speech.	https://www.idoinspire.com/how-to-write-a-motivational-speech
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 15: Motivation	● Grammar: Modal verbs and conditionals (zero and first) review ● Vocabulary: Incentives/feedback	● Finding incentives for employees, counseling and giving feedback.	Role play Ted talks "Motivation" Dan Pink. https://www.ted.com/talks/dan_pink_on_motivation?language=es
Comments/ Suggestions for next lesson:			

Week 6 - Management/Leadership			
Aims: Defining purpose and obligations in a company/team as well as coaching and communication strategies and conflict resolutions.			
TOPIC & CONTENT	**LANGUAGE FOCUS**	**PRODUCTION**	**MATERIALS / SKILLS**

Date/teacher:

Lesson 16: Leadership and roles	● Grammar: Question forms review - present past and future ● Vocabulary: Goals and purpose	● Client defines the company and team's purpose using the golden circle.	The Golden Circle pdf https://simonsinek.com/wp-content/uploads/2018/09/SWW-Primer.pdf
Comments/ Suggestions for next lesson:			

Lesson 17: Obligations	● Grammar: Gradation of adverbs/causative sentences ● Vocabulary: Cause and effect	● Client defines obligations and responsibilities in a professional setting.	https://www.indeed.com/career-advice/career-development/team-roles-and-responsibilities
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 18: Problem solving	● Grammar: Cause and effect ● Vocabulary: Debate	● Client debates and discusses problems and potential solutions.	Expressions for Discussion and Debate – TEFL http://www.teflsites.com/Expressions%20for%20Discussion%20and%20Debate%20new.pdf
Comments/ Suggestions for next lesson:			

Week 7 - Culture **Aims:** Comparative analysis among different business cultures (then and now), working with hypothetical situations and discussing work culture.			
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Date/teacher:			

Lesson 19: Work cultures	• Grammar: Review of tenses : past simple/continuous/present perfect , comparatives • Vocabulary: Work cultures	• Client discusses and compares different work cultures (then and now).	▶ Millennials in the Wor…
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 20: Shaping culture	• Grammar: Review of narrative tenses / modals • Vocabulary: Work culture	• Client debates how a culture can be shaped in the workplace.	https://www.td.org/user/content/michaelgrubich/shaping-culture-steps-for-successful-culture-shaping-07-10-19-10-39
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 21: Culture impact	• Grammar: Narrative tenses review • Vocabulary: Culture terms	• Client discusses how a culture impacts a workplace/people.	https://www.forbes.com/sites/forbesbusinessdevelopmentcouncil/2021/12/01/the-impact-of-culture-in-the-workplace/
Comments/ Suggestions for next lesson:			

Week 8 - Review week: Project preparation **Aims:** Developing an interview plan/ questions, identifying the candidate profile that the company needs, giving interview feedback.			
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Date/teacher:			
Lesson 22: Review	• Designing interview questions		Conduct the Perfect Job Interview in Twelve Simple Steps https://www.linkedin.com/pulse/20140210135852-200170

			18-conduct-the-perfect-job-interview-in-twelve-simple-steps
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 23: Review	• Discussing interview strategies and presenting relevant information		
Comments/ Suggestions for next lesson:			

Date/teacher:			
Lesson 24: Review	• Identifying the candidate profile that the company needs		
Comments/ Suggestions for next lesson:			

Client's comments about evaluation/next curriculum:

Lesson 25: Final speaking evaluation -

Date/consultant:

Observations:

Next curriculum (learner's path):