

LESSON PLAN FORMAT

Presented by: Jerry Bunce and Joyce Fess

Program: Boeing and Eastlake High School

Course: Keyboarding/Word Processing, Accounting I & II, and Microsoft Computer Applications

Course Competencies:

Students will be able to complete the Employee Performance Evaluation Description, Skill Application & Acquisition, summarize the information on the Performance Evaluation Guide, and have a better understanding about job performance evaluations in the future.

Lesson Title: Performance Evaluation on the Job

Objective:

Learn how and why a performance evaluation is done and why it is important. What are the talents, skills, and knowledge required on the job? Why soft skills are just as important as hard skills in the ability to function well in a business environment.

Tools and equipment:

Computers, Excel, Adobe Acrobat, Overhead and computer projector or use handouts.

Materials: handouts, pen or pencil

Teaching aids: Nametags

References: Knowledge of Excel helpful or have a technical assistant to help with computers.

METHOD:

I. PREPARATION

- Either copy onto a server, individual disks or make photocopies of the following:
 - Computing Function – Employee Performance Evaluation Description (Excel)
 - Performance Evaluation Guide (Adobe Acrobat)

II. PRESENTATION

- Explain that the Performance Evaluation Guide is a summary of the Computing Function – Employee Performance Evaluation Description.

Activity:

Complete the latter first and then summarize it on the Guide. Students should evaluate themselves in their current class for the semester. If time permits, the teacher can complete the same on each student and have a conference to go over them together.

The Profiles of Success Presentation can either be viewed individually by the students or presented by the instructor. The class can discuss this as a whole, in groups and then back as a class. Students can add to the list for success.

Application: Employability Skills for any class or any career.

Evaluation:

Is there proof in the pudding? Observe the students to see if their “soft skills” improve in the classroom and/or have them write a paragraph, have a group or class discussion, or discuss it one on one with them when you go over it with them individually. A quiz can be developed and given to the students.