

Module 4: I am ready!		Level: MLD/SEMH	
Unit 4B: Different skills to help me achieve		Preparation for Adulthood: Employment	
Lesson 4B6: Making sure I am organised			
Objectives		Learning Outcomes	
<p>To recognise the value of self-management and explore effective strategies for personal improvement.</p> <p>To understand and apply self-management principles that are essential in a workplace setting.</p>		<p>Students will:</p> <p>Identify key self-management strategies and apply them to enhance their daily routine.</p> <p>Learn and practice important workplace self-management principles.</p> <p>Demonstrate how these principles can be used effectively in a work environment with guidance.</p>	
Activities		Resources	Assessment/Evidence
<p>Introduction: Explain the activities for the lesson and start with a discussion about the importance of staying organised and how this can help them in their daily lives as well as at work.</p> <p>Personal Improvement Plan: Discuss with students how setting goals and organising tasks can help improve daily routines. Provide students with templates that include sections for setting personal goals, listing steps to achieve them, and tracking progress. Help students to think about and write down simple, achievable goals. Guide them into breaking these down into smaller steps and add them to their plans. Discuss how they can use their plans to track progress i.e. checking off completed tasks/noting improvements.</p> <p>Workplace Self-Management Simulation: Discuss the importance of self-management at work i.e. time management. Create a simulated workplace environment and provide students with 'Before I Go to Work' cards and 'When I Am at Work' cards. Ask students to complete some tasks to simulate a workday. Set up a timer and guide them in using organisational tools to manage their tasks. Encourage students to prioritise tasks, using the timer to stay on track and maintain an organised workspace. Once complete, discuss how students managed their tasks and organised themselves.</p> <p>Plenary: Gather students and review the activities from the lesson. Ask students to share any challenges they had creating their 'Personal Improvement Plans' and how they can use these in the future. Discuss how students managed their tasks and prioritised them.</p>		<p>Provided:</p> <ul style="list-style-type: none"> • Work Related Independent Living Task cards • Transition cards • Before I Go to Work cards • When I Am at Work cards <p>Materials Needed:</p> <ul style="list-style-type: none"> • Templates of plan • Pens/pencils • Workplace set up • Timers 	<p>Suggested mediums:</p> <p>Evidence sheets: Take photos/videos of the students working together and acting out their scenarios.</p> <p>Observation notes: Take notes whilst the students are completing tasks.</p> <p>Direct questions: Keep asking different questions throughout the lesson with prompts and pauses.</p> <p>Prompting Recall: Knowledge through minimal verbal instructions.</p> <p>Student planner: Lesson marked as introduced and dated.</p>
<p>Teacher Guidance Notes: This approach aims to help students stay organised and understand the benefits of doing this in their everyday lives. Offer support when needed and relate the activities to real-world situations to keep students engaged and reinforce the usefulness of the tasks. Ensure each activity is accessible and engaging for students' needs.</p>			