

Teacher: xxxx

Date: xxxx

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	School induction Introduction to the course/ Needs analysis Ice breaker	Homework check Discussion HR trends in 2024	Homework check Topic – change and change management	Homework check Topic Managers and management styles	Vocabulary from tribunal visit Topic – measuring performance
	S H O R T B R E A K				
11:00 - 12:30	Vocabulary Company organisation and structure	Vocabulary/speaking Expressions with 'make' and 'do'	Vocabulary Employment law	Recruitment roleplay Choosing a new project manager	Language focus Phrasal verbs
	L U N C H				
13:45 - 15:15	Reading/discussion Dealing with burnout	Vocabulary Useful language for meetings and discussions	Grammar Tense review	Vocabulary Unfair dismissal and employment tribunals	Presentations & feedback
	S H O R T B R E A K				
15:30 - 17:00	Social English Networking	Communication skills Mini meetings	Reading/discussion Workplace problems	Visit to employment tribunal	Reading Workplace culture in different countries
Homework	Finish comprehension questions on reading exercise	Prepositions exercise	Finish exercise on tenses	Prepare for presentations	_____