

01



ORGANISATION OF WORK AND PLANNING IN EVERY DAY KITCHEN

Framework Scenario

COURSE OF THE WORKSHOP

1. Welcome to the group. Presentation of yourself.
2. Getting to know the participants - game.
3. Multimedia presentation - training materials.
4. Completion of the training.

1. WELCOME TO THE GROUP - presenting yourself and the objectives of the workshops.
Defining key elements and determining the target point - with what knowledge will come out after the training.

2. GETTING TO KNOW THE PARTICIPANTS- GAME

- **PURPOSE:** consolidation of the names of the group's participants.
- **MATERIALS:** string or paper tape to stick on the floor. You can also use the line next to the wall.
- **DURATION:** 2 - 8 min

ON THE FLIPCHECK THE TRAINER WRITES DOWN THE FOLLOWING SENTENCES THAT NEED FINISHING:

My name is

I work in the profession from months / years

My favourite food is

Participants present themselves by developing those sentences. They should not go away from the scheme.

Once everyone presents themselves according to the diagram written on the flipchart, the trainer asks the participants to stand in a random order. The task of the participants of this game is to place yourself (on a string) in the alphabetical order of your favourite dishes (including the next letters, if the first ones are the same). Do not talk about it. During the exchange of place, the participants always touch the string / tape / wall with even one leg. At the end of the game, the trainer asks you to say your dishes and names loudly. In this way, we check if everyone is standing correctly. If someone failed to stand in the correct place - they change places. They can already talk and ask for details. As a result of this exercise participants will learn their names, remember the first associations.

IMPORTANT - a time limit should be introduced for this game. It can be divided into distinct stages and inform each other about the remaining time.

3. MULTIMEDIA PRESENTATION - conducted by the trainer, including work cards and exercises indicated in the presentation (they are an attachment to the material). The material demonstrates the possibility of discussing the topic with the use of a framework substantive presentation. In addition to the professional knowledge presented in the slides, one should pay attention to several slides in which the participants are actively involved:

- **SLIDE 5:** Work cards. Each participant fills in the work card. The results are discussed together with the group.
- **SLIDE 6:** Case study. Each participant reads the text. This is the introductory text to the subject. On its basis, you can start a discussion with participants of the training regarding problems and difficulties in running and organising the work of a restaurant. You can also point to some challenges that you should be ready to face when starting to work in the industry. Depending on the group level, a set of questions should be matched to the text. The text allows you to open a discussion with each participant. In the case of an advanced group, the discussion may take the form of exchanging experiences, views and finding gaps in the text - what is missing, what needs to be noted.
- **SLIDE 10:** Exercise. Before you go to the next part of the presentation, divide the participants into groups of 3-4 people. Suggest them a discussion about the topics shown on the slide.
 - Why does a client come to a restaurant?
 - What are his motives?
 - Why does he choose this and not another place?

Suggest to the participants that in a form of a discussion they will find answers to the questions asked, find the distinguishing features, exchange experiences. In this way,

they will build a joint solution proposal. Let them work for about 12-15 minutes. At the end, each group presents their proposals and a discussion takes place on the forum of the whole group.

- **SLIDE 11:** A card with a substantive description. In the case of participants who are at a basic level, specific technologies should be clarified and discussed in detail. The substantive material is supportive for participants. In the case of participants who are at an advanced level, you can open discussions about technological innovations in the kitchen.

ATTACHED TO THE MATERIALS:

- **case study** - illustrating the stages of creating a gastronomic establishment,
 - **work cards** - for use in group work or individual participants. Each time the participants fill in the cards, the participants present their results. Depending on the size of the group, you can present the results of the work of all or randomly selected people.
- 4. COMPETITION OF THE TRAINING** - thank you for participation. A reminder of the workshop objectives outlined at the beginning with a brief summary. Invitation to evaluate the training