

**Instructor:** Debra Z. Sagan, Central PA Institute

**Program:** Cooperative Education

**Course:** Related Theory

**Unit:** Employability Skills - Planning an Appreciation Event

**Lesson Title:** Forming Committees

**Time Allowed:** 30-40 minutes

**Terminal Objective:**

**Unit -**

Upon the completion of this unit, the student will be able to plan and carry to fruition an Appreciation Event for Cooperative Education Employers. (The event will be staged in conjunction with other members of the Cooperative Education student group.) The knowledge learned in this unit will be shown by performing the duties required by the student's committee and by completing a post-event evaluation form and quiz with 90% accuracy.

**Lesson –**

Upon completion of this lesson, the student will be able to:

- analyze the types of events and choose one to plan for the appreciation event
- determine the committees necessary for planning and staging the event
- list the duties of each committee
- place each committees function on a timeline relative to the other committees responsibilities and the date of the event

Knowledge of the information presented will be shown by the student's completion of an information sheet that requires an outline listing of the committees, duties, timeline of required jobs included in the planning packet with 85% accuracy.

**Enabling Objectives:**

1. The student will identify the type of event planned for Cooperative Education Employers (dinner, reception, luncheon, etc.) with 100% accuracy.
2. The student will identify the committees necessary for planning said event with 90% accuracy
3. The student will list with 90% accuracy, the duties of each committee needed for the event.
4. With 85% accuracy, the student will place each committee's duties and responsibilities on a timeline so that all jobs are completed as necessary to hold the Appreciation Event.

**Related PA Academic Standards: Reading, Writing, Speaking, and Listening**

- #1.1.8A Locate appropriate text
- #1.1.11D Identify, describe, evaluate, and synthesize essential ideas in text.
- #1.6.11A Listen to others; ask questions, analyze information, ideas, and opinions; take notes
- #1.6.11D Contribute to discussions
- #1.6.11E Participate in small and large group discussions and presentations

**Related PA Academic Standards: Mathematics**

- #2.2.8D Estimate the amount of tips, etc.
- #2.2.8E Determine the appropriateness of overestimating and underestimating in computation.
- #2.2.11E Recognize that the degree of precision needed in calculating a number depends on how the results will be used....

**Introduction:** (Time: 8-10 minutes)

The objective of this lesson is to help you decide what type of event your class will hold for the Cooperative Employers to show appreciation for their participation in the program. Your task is to discuss a list of events presented, decide which event this group wants to hold, the specific committees that will be necessary to plan and run the event, the duties of each committee, and develop a timeline for carrying out each committee's duties. All committees are important, for instance, it will do you no good to send invitations that request an R.S.V.P if you don't ask for responses to be returned far enough ahead of time for the ordering of food from the supplier for the number of people attending. Remember, each committee depends on a number of other committees for success, so you must all work together.

You have been presented with a list of possible events. As a group, let's decide what committees will be necessary to hold this event

1. Explain different kinds of events – group will choose the type of event to be held
2. Discuss jobs that need done for the event
3. Determine the names of committees needed for the event

Before beginning the bulk of the lesson, students will be asked to volunteer or be appointed to a committee. They will be required to remain on the committee throughout the planning process and until the event is over.

**Body:** (Time: approximately 30 minutes)

1. Responsibilities of the individual committees and members.
  - a. Committee jobs
  - b. Member jobs
2. What is the order of the steps to be taken by each committee?
  - a. What comes first, second, third?
  - b. What details can be worked out simultaneously?
  - c. What details have to wait for others to be completed?
3. Schedule of committee meetings
  - a. How often should they meet within the committee
  - b. How often should committees meet to coordinate their details.
4. Timeline of committee responsibilities
  - a. Flexible Deadlines
  - b. Rigid Deadlines

**Materials:**

Students will be provided with reference materials that will help in determining the best order of performing various tasks for events such as the one they choose.

Students will be encouraged to seek the advice of the Culinary Arts instructor and other professional while planning the event.

**Assignment: Long term**

The student will keep an event notebook in which he/she will record the progress of the committee on which they serve. In addition to keeping committee notes, the student will use the notebook to record thoughts and ideas about the committee process, the progress being made, and ideas that might be helpful in planning a successful event.

**Short term:**

Before the next committee meeting, the student will compile a list of the tasks they feel their committee should be responsible for in preparation for the appreciation event. Included in the list should be an estimate of the cost per person, amount of time needed to plan and prepare each item, the advantages and disadvantages of the item, possible problems of each. The student should be prepared to present his/her ideas to the committee and convince them that the idea is a good one.

**Notes:**