

## Observation of Teaching and Learning

Tutor: Shahbaz Mustafa		Observer/s: Asif Sadiq	
Course Title: Introduction to Leadership		Topic: Leadership	
Room no:		Date	Time: 11:00 to 12:00, 03/09/2018
Length of Session: 6 Hours	Observation Duration: One Hour	No. of Students: 5	

Register	X
Lesson Plan	X
Scheme of Work	X

### Planning And Preparation

Trainer came with a lesson plan. Lesson was supported by the lesson objectives. scheme of work was considered while planning the lesson which was shown on the lesson plan. However, Lesson should have been prepared with other different activities and practical examples should have been discussed.

### Students

Students were participating whenever they were asked to participate. Student participation was good.

### Teaching

Teaching was good which shows the lecturer's knowledge about the subject. Teacher could have used different words for student feedback on participation.

### **Progress and Achievement**

Lesson objectives were sufficiently met. However, LO's of the lesson should have been assessed through different activities.

### **Key Strengths**

Lesson plan

Student participation

Different examples from different business context

### **Key Areas for Improvement**

Use variation in voice as required

Prepare different class activities

Appreciate students for encouragement

Tutor Comments

<b>Grade awarded:</b>	<b>Excellent</b>	
	<b>Highly satisfactory</b>	<b>X</b>
	<b>Satisfactory</b>	
	<b>Unsatisfactory</b>	

<b>Signatures</b>	<b>Observer:</b>	<b>Tutor:</b>
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**Date** .....

**Action Plan**

	<b>Action to be taken</b>	<b>Good practice to be shared</b>
<b>Planning &amp; Preparation</b> <i>Scheme of work</i> <i>Lesson Plan</i> <i>Aims and outcomes</i>		<b>Using different business examples</b>
<b>Students</b> <i>Active engagement</i> <i>Identification and support of individual learning needs</i> <i>Suitably challenged</i> <i>Applying knowledge/skills</i>		<b>Student participation</b>
<b>Teaching</b> <i>Pace &amp; structure</i> <i>Variety of teaching methods</i> <i>Inclusive learning materials/resources</i> <i>Tutor knowledge</i>	<b>Use variation in voice as required</b> <b>Prepare different class activities</b> <b>Appreciate students for encouragement</b>	
<b>Progress and Achievement</b> <i>Checks on learning through session identified, supported and recorded</i> <i>Outcomes understood and recorded</i>	<b>Make sure the lesson learning outcomes are met at the highest standards and assessed in the class to consider the progress of the lesson.</b>	

<b>Signatures</b>	<b>Observer: Asif Sadiq</b>	<b>Tutor: Shahbaz Mustafa</b>
<b>Date</b>	03/09/2018	03/09/2018

### Grade Descriptor

<b>Excellent:</b> Excellent delivery of the learning outcomes stated in the lesson plan with practical examples.
<b>Highly satisfactory:</b> Learning outcomes achieved with one or two improvements needed
<b>Satisfactory:</b> Most of the learning objectives achieved with some improvement required. Acceptable standards are met.
<b>Unsatisfactory:</b> Major improvements requires and standards are not met fully.