

Chapter 9

Lesson Plan 8: Paperwork Procedures

Lesson: Paperwork Procedures		
Time	Instructions	Materials Needed
Learning Objectives	TLW demonstrate how to complete the daily, weekly and monthly paperwork	
Activities	<ol style="list-style-type: none">1. have the student read the materials and discuss.2. have the student complete the paperwork under the manager's supervision3. have the student complete the paperwork and show it to the manager for review	Workbook/content; pg. 1
Wrap Up/ Reflection	Review: discuss the challenges of the paperwork	Write in workbook
Assessment	5 point quiz.	Quiz
Notes & Check for Understanding		