**Daily Lesson Plan - 2/1**

Week 2

Day 1 - Determining Teams --starting with Crew Chiefs (Project Leaders)

Materials Needed:

Task Descriptions

Race Team Member Lists (blank) one per student

Crew Chief Task Description - 5 or 10 copies (found in lesson plan 1 /3)

Task lists of all other roles (found in lesson plan 1 /3)

highlighters

Computer with access to Internet

Length of Lesson:1 - 2 days Interviewing 1 day/ ranking, discussion, selection 2nd day

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| **Minutes** | **Activity** |
| *Resume building* | *A student should have a basic knowledge of how to write a resume at this point. If not you may wish to take a day to teach resumes and have students begin to craft a resume.* |
| *Guidance to Specialist - facilitating strong team selection* | *Selecting teams. There are many ways to select teams. You could have all students simply sign up -- and that would be an easy way to begin. The Specialist could arbitrarily decide every position on the team.*  *We prefer students Interview for positions; the more students drive this process, interviewing for positions, deciding team members through an organized, formal process, the more commitment you will have from individuals to follow through with the responsibilities to the team.*  *This lesson format follows the preference that the Specialist establishes a leader (Crew Chief) and then those leaders decide the make-up of their teams. The Crew Chief position is the leadership position of the racing team. You may wish to identify students who want that position in advance of this day.*  *Many students interested in Crew Chief would have already begun asking to have their own car or own team. If this is the case, You might have suggested even before today that they write up a resume (even handwritten) or a statement outlining personality and skills they have that would make them a candidate for the Crew Chief position. Someone wants to be a leader but doesn’t have a resume? Perhaps that person should not be interviewed.* |
| Introduction  5 minutes | Last time we wrote up the timeline we plan to use for this project. We decided that our first step would be to decide who would be on what team and what role each would play. The first part of this period, I’d like you to think about what role you may wish to be on a race team. The last half of the period we begin building those teams, starting with the Crew Chiefs. |
| Students choose roles they might work on in a team.  10 minutes | *You should have task descriptions of every role available for students to read/review. Hand out Race Team Member List sheet -- one per student.*  Ask each students to make a 1st, 2nd, 3rd choice role on this sheet. *Students hand these papers back to the Specialist. You might talk about how in a large company an applicant might want to just work for the company -- and sometimes a strategy to get into a good company is to apply for multiple positions. If this concept is too theoretical, you can talk about how an athlete might want to play a certain position, but will learn multiple positions based on what the coach suggests, allowing for more actual time playing on the field or track.*  While I’m looking over these, I’d like you to review the qualities needed for each position and begin crafting a general resume about yourself, make sure you outline the qualities you have that would make you a candidate for any of the three positions you selected. .  Specialist takes time to review those who wish to be Crew Chief and selects those who will be interviewing. Write these up and print them.  *Once Specialist has made the selection of those candidates interviewing to be Crew Chief:* Today we are going to interview and select the Crew Chiefs. Keep in mind if you are an applicant for Crew Chief, you may be selected to be in a different position. We have \_\_\_\_ positions. Although your first choice is Crew Chief, that’s no guarantee you will get that position today -- AND we might need your help in another area. The class as a whole will make recommendations of who they think is the best person to be our 8 Crew Chiefs. |
| Reviewing resumes of leaders  10 minutes | Group students (who are not interviewing as Crew Chief) into pairs or threes. Be sure these small groups have the description of the Crew Chief. You might also ask them to highlight or write key words and phrases after reviewing the task description that they believe is most important. Have individual teams review resumes (or statements) of all those who wish to be Crew Chief. Let the individual teams write up questions of candidates they plan to ask regarding that person’s desire to be a project leader. Small groups should ask the same questions of all the candidates. (Part of the interviewing process is to ask similar or same questions of all candidates to be fair and balanced, controlling the interview) |
| “Speed interviewing” 15 - 20 minutes | I prefer “speed interviewing” where a each Crew Chief applicant interviews with every small group, rotating to each group to answer their questions. Every 5 minutes, applicants rotate to the next small group until all small groups have interviewed every applicant for Crew Chief. This practice allows more students to be involved in the interviewing and decision making. At the end of the session allow 3 - 5 minutes for each small group to rank their recommendations. |
| Discussion regarding applicants 10 - 20 minutes  Ranking system suggestion  4 = highest  1 = lowest | If there are a limited number of positions, applicants should not be present during the class discussion. Facilitate conversation regarding who might be the best candidate for crew chief.  Here is a system that works well:  Applicant: Sarah Akira Jamal Bob  Group 1 (ranking) 4 3 2 1  Group 2 (ranking) 1 2 4 3  Group 3 (ranking) 2 4 3 1  Group 4 (ranking) 2 3 4 1  **Overall points 9 12 13 7**    Write up all names based on the team’s recommendations without discussion first, moving quickly from small group to small group, asking just for their rankings.  After obtaining rankings, then you can go back to each team asking reasons for their selection (note group two has some differences of opinion from the rest of the group. What questions did they ask?) Discuss which candidate would be the better selection. Facilitate balance. You might allow small groups to change their rankings.  As you can see, Jamal and Akira are both perceived to be strong applicants. Bob is considered less strong. If you are selecting only three Crew Chiefs, perhaps Bob could work alongside a stronger Crew Chief in his second preferred position to add strength to that team. The class might also suggest a Crew Chief position and Junior Crew Chief position (who also takes on other responsibilities) Once a decision is made,  Bring in applicants and announce Crew Chiefs |
| Review/Preview | We selected our Crew Chiefs. And I believe we have a strong group of individuals who will head our racing teams Our next step is to create our teams. To do that we will follow a similar process. Each of you will write a resume and will interview for the preferred role where you want to be. These Crew Chiefs will be interviewing you. When we meet next we will finish crafting our resumes and to practice interviewing. |