**What does a 'Mini-Lesson' look like?**

Each lesson needs to be 300 - 350 words and contain the following elements (create three segments and use headings):

    - Topic introduction (**create from the text material** with no opinion or reference to yourself) & include page reference.

    - Topic explanation (**create from the text material** with no opinion or reference to yourself) & include page reference.

    - Example (this can be personalized from your experiences and include opinion)

you are required to take part in the discussion by 1) identifying a significant topic that you have identified from the assigned material, 2) explain the topic you have identified, using the material from the book as a reference and without reference to yourself or your opinion, and 3) provide examples from your experience and/or reading that help to explain or apply the topic. Identify the page number in the textbook as you identify and explain the material Write these in a complete fashion **using 300-350 words.**

**MINI LESSON EXAMPLE:**

**Topic**

The topic I am presenting is 'productivity', found on pp. 41 - 45 in the textbook.

**Explanation**

The book defines productivity as "a measure of how efficiently an organization converts inputs into outputs" (p. 41).  As managers, we are stewards of the organization's resources and efficient use of those resources are part of our jobs.  Productivity is a measurement of efficiency and is measured through the ratio: productivity = output / input.  The calculation can be used in delivery of a service or the creation of a product.  Inputs can come from a large range of elements including financial costs ($) and labor-hours (time).

**Example**

Operations managers are responsible for transforming inputs into outputs, for example, raw material into finished goods. Managers need to understand their work processes in order to create metrics (or measurements) to measure efficiency of either each part of the process or the entire process as a whole.  For example, a production manager at Owens Illinois Glass Plant (here in Waco) could be responsible for production technicians creating glass bottles on a shift. The manager could measure efficiency by:

# 1 total bottles produced by employee A / total hours worked by employee A

# 2 total bottles produced by all employees in Shift 1/ total hours worked by all employees in Shift 1

Both of these ratio's arrive at the same metric: number of bottles produced by hour.  After calculating both efficiency ratios, the manager could determine several things:

 - is employee A is below, at, or above average in their production  (this can lead to training, coaching, or the technician sharing with others on how to increase production).

 - is the shift production is below, at, or above production in other shifts.

 - the trend over time of the efficiency of the person or shift.

Ratios can be your best friend.