

Planning and Organising to Meet Deadlines

MAKING CONTACT WITH A DAIRY FARMER

ESSENTIAL QUESTION

How do you arrange to meet someone you don't know?

WHAT ARE WE LEARNING?

- To write text (script conversations) for different purposes
- Planning and task allocation to ensure deadlines and goals are met
- To identify the key information needed to successfully complete a task

TRY THIS WITH

- Years 6-9
- Students who have an interest in organising and delegating
- Students who love chunking work into clear steps and tickable tasks

FIND

- Listen
- Discuss
- Summarise
- Predict
- Compare
- Review

Outline the International Cow of Mystery mission using the Mission Steps resource. Students will be learning about and making contacts within the New Zealand dairy industry. The ultimate goal of the mission is to have an international conversation with someone overseas who has a connection to the New Zealand dairy industry.

Focus on the first step of the mission.

Ask students to predict what they will need to know to find a dairy farmer and organise to interview them.

Model turning 'need to knows' in to questions to guide this inquiry.

Introduce the word etiquette in the context of sending emails and making phone calls.

APPLY

- Organise
- Plan
- Prioritise
- Identify
- Simplify
- Analyse

Hold group meetings to decide on specific roles for each member.

Set up a table or spreadsheet in a Google Doc that will become your group's record of the Mission.

Set up an Evernote account to archive any photos, reply emails, tweets and other anecdotes throughout each step.

Decide on the group's 'need to knows' to complete this step in the mission. Turn these into questions that will need answering to achieve this step in the inquiry.

Use Wunderlist to record tasks generated by the questions. Include who's responsible and a deadline.

Work through the tasks until a farmer has been found.

PRODUCE

- Adapt
- Explain
- Solve
- Develop
- Determine
- Choose

Decide the best way to make initial contact with the farmer to organise an appointment for the interview.

Compose an email or a telephone script to use when contacting the dairy farmer to ensure that important details or questions aren't missed. If phoning, have a plan in place if there is an opportunity to leave a voice message.

Record all interactions, in detail, on the group's Google Doc. Store any reply emails or photos taken to document the process in Evernote.

Finalise a time and agree on a method for the interview.



SUCCESS CRITERIA

Students can check they have successfully completed the task by:

- Finding a farmer who is willing to be interviewed
- Contacting the farmer and agreeing on a time, method and date for the interview
- Selecting 'need to knows' that show relevance towards completing the first step

PRINCIPLES	VALUES	KEY COMPETENCIES	LEARNING AREAS	WORD BANK	RESOURCES REQUIRED
High expectations Community engagement	Community and participation Excellence Integrity	Relating to others Managing self Thinking	Social Sciences English	Prioritise Etiquette Deadline Delegate	Find a Farmer How do you arrange to meet someone you don't know? Student Activity Guide Mission Steps International Cow of Mystery Mission