

## **2017 INTED SCHOOL SPECIFIC PROGRAMME REPORT**

<b>Training type</b>	School Specific Training Programme
<b>Modules</b>	Lesson Design & Factors Affecting Student Learning, Active Student Engagement, Using Prior Knowledge, and Critical Thinking Skills
<b>Facilitators</b>	Annie Pomeyie, Albert Amponsah, Dorothy Aning, Emma Acolaste, Raphael Aidoo-Taylor
<b>INTED Admin</b>	Louisa Koomson, Evans Hokey
<b>Date</b>	January 9-13, 2017
<b>School</b>	Accra Academy Senior High School, Greater Accra Region
<b>Population</b>	79 Teachers/ 8 HODs/ 2,025 Students
<b>Programme sponsor</b>	GCB Bank



***Group Picture with Teachers and Management of Accra Academy and INTED team***

### **INTRODUCTION**

During January 9-13, 2017, INTED engaged Accra Accademy Senior High School in a School Specific training programme which was scheduled for four days. The Headmaster Mr. Ofori Adjei and his management agreed on the following modules: *Active Student Engagement*, *Critical Thinking Skills*, *Lesson Design & Factors Affecting Students Learning*, and *Using Prior Knowledge*. The training also included *Instructional Leadership* sessions for Heads of Department and a *School Implementation Plan* component.

On the morning of the 8<sup>th</sup> of January there was a pre-training and logistical checks by Louisa Amba Koomson, the Programmes Manager of INTED. After a brief meeting with the Assistant Head, Mr Eric Eboh Sey with Miss Louisa Koomson the following places were selected for the training: Library and Assembly Hall for Teaching Practices and the Staff common room for the Instructional Leadership. It was

agreed at the meeting that considering the number of teachers available, the trainees would be grouped into two main cohorts thus: Cohort A would be in the Assembly Hall and Cohort B in the Library.

### **DAY ONE (Lesson Design & Using Prior Knowledge) – Programme Introduction**

The first day of the training began with a welcome address by the Headmaster Mr. Samuel Ofori-Adjei, who advised all trainees present to be very active and participate fully in the training. After the welcome address, the Headmaster handed over the mantle to the INTED Administration to begin the programme. Trainees were invited to watch INTED's Overview Video, which had the objective of introducing the Institute, as well as opening the minds of the trainees ahead of programme. Programmes Manager Louisa Amba Koomson also explained the GCB Bank Sponsorship, which was appreciably received by the Trainees.

The programme continued with a group activity led by Master Fellow Raphael Aidoo-Taylor. Trainees were grouped into 6 different groups using the numbered heads strategy. Teams were tasked to silently build the tallest pyramid using straw sticks, disposable cups, and rubber bands etc. After the group activity, Master Fellow Raphael facilitated a discussion on the import of the group activity. The images below captured the trainee activities.



*Trainees enjoying the group activity*



*Mr. Ofori Adjei giving the welcome address*

### **Day One (1) – Cohort A's Morning Session**

Cohort A was led by Master Fellows, Albert Amponsah and Emma Acolaste, who handled *Lesson Design & Factors Affecting Students Learning* and *Using Prior Knowledge*, respectively, beginning with Master Fellow Albert. A number of strategies were introduced to the trainees, each of which invited significant and lively contributions from the trainees.

In order to capture attendance, a sign-in sheet was sent around for all trainees to append their signatures accordingly. Attendance and contact information was also captured for this training. At exactly 11:35am, training was suspended for a 15-min snack break; after which trainees converged back to the training hall. The morning session concluded with a lot of questions, matched with responses from the facilitators. Below are some images of trainees in cohort A.





*Master Fellow Albert Amponsah & Emma Acolaste leading training in Cohort “A” for Day 1*

### **Afternoon**

After lunch was Design Studio session, where Trainees were grouped into teams, based on their subject areas. Trainees were tasked to brainstorm in teams and design a Lesson Plan that would show how they will apply strategies from *Lesson Design* and *Using Prior Knowledge* modules. Trainees after brainstorming selected one person to present on behalf of the team. Each team was given a 7 minutes presentation time.



*Trainees deliberating on their team Lesson Plans during Design Studio*

### **Day 1 – Cohort “B”**

#### **Morning**

Master Fellows Annie Pomeyie and Dorothy Anning led cohort B. Trainees were taken through *Lesson Design and Factors Affecting Student Learning* and *Using Prior Knowledge*. Madam Dorothy handled Lesson Design with trainees participating fully and asking questions cogently.

Cohort B continued with *Using Prior Knowledge*, with Madam Annie Pomeyie leading the training. She dissected the module, allowing for trainees to ask questions about areas that needed clarity.



*Trainees very attentive and focusing on the training*

### **Afternoon**

The afternoon session commenced after lunch with Design Studio. Trainees were grouped and tasked to deliberate on a lesson topic, design a lesson plan with the strategies of both modules imbedded and present it. Facilitators monitored and commented on all presentations.



*Presentation by trainees during design studio*

### **Instructional Leadership**

Master Fellow Raphael Aidoo-Taylor led the Instructional Leadership session, which had the following objectives:

1. Help Head of Departments (H.O.D) to acknowledge the problems the school faces in implementing some of the strategies.
2. Support leaders to identify ways they can implement the new strategies.
3. Come out with an action plan for the school on departmental bases.
4. Find ways to monitor and support teachers with suggestion on how to improve their teaching.





*Instructional Leaders actively brainstorming on strategies for monitoring and implementation*

The day ended with a debriefing meeting with management of Accra Academy. Below are the points raised during debriefing:

1. Management should do well to improve on the timeliness of the school's kitchen.
2. Teachers reported reasonably on time
3. There were some teachers who had divided attention
4. Teachers showed great knowledge in the modules during the training session



*INTED team in a debriefing session with Accra Academy Management*

## **Day Two (2) - Active Student Engagement**

### **Introduction**

Day two of the training began in the Assembly with all the cohorts coming together for an important group activity known as *Worst Collaborative Moves*, led by Master Fellow Raphael Aidoo-Taylor. He explained that trainees should move back into their day one groups. Trainees were tasked to demonstrate through a skit indicating the worst collaborative moves that they can muster as a team.



*Trainees planning for the worst collaborative moves skits team building activity*

## Day Two (2) – Cohort A

### Morning

The morning session of the day two was packed with a lot of trainees who did not make it on the first day. Facilitators introduced the module of the day, which was *Active Student Engagement*. Facilitators led the Trainees through the module teaching while using its different constituent strategies.

Trainees enjoyed strategies such as *Foldables*, *Think-Pair-Share*, *Inside–Outside Circle*, etc. Trainees were allowed to sign-in and had attendance checked to indicate their presence for the day’s training. At exactly 11:45 am there was a 15 minutes’ snack break. Trainees returned afterwards to continue the training until the lunch break, which was 1:30pm.



*Trainees attentively following proceedings in Cohort A*

### Afternoon

Design Studio continued right after lunch and trainees were urged to continue from where they ended the first day. Facilitators informed trainees to continue to be part of their previous groups to enable easy references and extension of detailed discussions from previous day. Participants were given flip charts and markers to and a Lesson Plan template to guide their design for presentation.





*Trainees in Cohort A Enjoying Design Studio and their group presentations*

## **Cohort “B” Day 2**

### **Morning**

Trainees enjoyed their time and participated actively. New strategies were introduced. The morning session in cohort B was fun when facilitators introduced trainees to new strategies that were entirely different from what they were introduced to previously.



*Training ongoing in cohort B*

### **Afternoon**

Trainees practised during the Design Studio in the afternoon how they will use the new strategies in their respective classrooms. Facilitators gave the procedures on ways to present their group work. After their presentations, facilitators gave their opinion on their work. Group members contributed effectively during their presentation.



*Design studio presentation by trainees in the English department*

## Day 2 - Instructional Leadership

Instructional Leadership continued on day two with Master Fellow Raphael Aidoo-Taylor being the lead facilitator, he encouraged the leaders to motivate their teachers in different ways that will make them appreciate the work they are doing as being seen by their leaders. He added that it is important for all leaders to consistently check on their teachers to know what they need to make their teaching much more effective.



*Instructional Leaders sharing ideas on how to collaborate with their teachers more effectively*

## Day 3 – Critical Thinking Skills

### Morning – Cohort A

Master Fellow Albert Amponsah and Emma Acolaste were the Facilitators of the day. They took participants through various strategies of the module. The lead facilitator was Emma Acolaste who was practising her leadership of the module under Master Fellow Albert's mentorship, appeared to have mastered the facilitation with tact. Trainees asked for clarifications intermittently where it wasn't clear. Trainees were served snack at 11:15am and were served also served lunch at 1.00pm respectively. Design Studio followed after lunch with little funfair – trainees appeared to have mastered imbedding strategies within their Lesson Plans even better than expected.





*Trainees in cohort A seriously following proceedings during training*

### **Cohort B**

Cohort B was not much different. Facilitators for the day were Annie Pomeyie and Dorothy Aning. The lead facilitator was Annie Pomeyie. Trainees were introduced to very new strategies that can help them ensure that their students think critically when assigned classroom tasks. Questions were asked about some of the strategies that facilitators answered to ensure clarity. Similarly in Cohort B, Design Studio followed smoothly after lunch – the prior two day’s practice afforded trainees the opportunity to master imbedding strategies within their Lesson Plans.



*Inside and outside circles strategy being exhibited by participants*

### **Day 3 - Instructional Leadership**

Instructional Leaders on day 3 came together to prepare a presentation for their various departments. Master Fellow Raphael Aidoo-Taylor led them through the final stages of their implementation plan. They put together strategies that would be used in their respective departments and how to ensure its implementation of the strategies.



*Day 3 instructional Leadership session*

**Day 4**

The final day was a general review session: INTED facilitators combined both cohorts and tackled all modules one after the other with the main objective of clarifying all other issues trainees might be having on all four modules. Trainees asked very effective questions and also requested for some clarifications.

After the review Heads of Department and their departmental teachers were grouped together with the purpose of brainstorming to decide on an action plan for their departments. All departments settled on an action plan would be used by all departments going forward.

**Evaluation**

Evaluation forms were shared to all trainees at the tail end of the training to find out their views on the entire training and how it can be improved accordingly.

**Compiled and Signed by:**

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