

INTED SCHOOL SPECIFIC PROGRAMME REPORT:

TEMA SENIOR HIGH SCHOOL

Modules	Lesson Design & Factors Affecting Student Learning & Active Student Engagement
Master Fellows	Annie Pomeyie, Albert Amponsah, Emma Acolatse
INTED Admin	Kwabena Amporful, Louisa Koomson, Evans Hokey
Date	2 nd and 3 rd March 2017
School, Region	Tema Senior High School, Greater Accra Region
Population	118 Teachers/ 20 HODs/1,922 Students
Programme Sponsors	GCB Bank
Training Type	School Specific Training Programme



Group Picture with Teachers and Heads of Accra Academy and INTED team

Overview

In INTED's quest to extend trainings to various Senior High Schools to improve student achievement, our next destination was Tema Senior High School. The training covered the following modules: Lesson Design and Factors Affecting Student Learning and Active Student Engagement, which was scheduled for the 2nd and 3rd of March 2017.

On day one there was a pre-training logistics discussion among the admin team. After the discussion the following places were selected for the training: Library and Assembly Hall for Teaching Practices

and the ICT room for the Instructional Leadership. Participants were grouped into two main cohorts; Cohort A in Assembly Hall and Cohort B in the Library.

Each day of the training begun with an opening session that entailed group activities and welcome addresses by the headmistress and INTED Admin. Announcement were also covered during the sessions.

Day 1

Day one of the training begun with a welcome address by the headmistress of Tema SHS Mrs. Elizabeth Asare, who advised all trainees present to be very active and participate fully in the training.

After the welcome address, the Headmistress handed over the mantle to the INTED Administration to talk about how the programme will be managed. Mr. Kwabena Amporful, the CEO and Founder of INTED thanked the school administration and trainees for inviting INTED, and gave further recognition to the Programme's Sponsor, GCB, which provide a 50% discount for the programme price. Kwabena reiterated the need for all trainees to fully participate in the training.

In this brief, Kwabena clarified the INTED Certificates policy, which required all attendees to be present at all times, with attendance checking a necessary way of knowing which trainees would require make-up sessions. Finally, he introduced both the facilitators and admin to the trainees and encouraged participants to be ready for the training for the next two days.

Trainees were allowed to watch the INTED Introduction and Overview Video, which showed trainees more information about the company its programmes and stakeholders. It also showed what they should expect in the coming days. The programme continued with a group activity led by Master Fellows Annie Pomeyie.

In the team building activity that followed, trainees were grouped into five using Numbered Heads strategy. All trainees with same numbers were grouped into one team. Teams were expected to build a pyramid without talking with rubber band, strings and disposable cups. Trainees shared their views on the import of the group activity. The ensemble was then divided into two cohorts and proceeded to their training rooms to begin the day's module, around about 10:30am.



Trainees brainstorming on how they can use rubber bands, strings and disposal cups to build the pyramid without talking.

Cohort A

Morning

Cohort A, which comprised of Science, Math and most of the non-Arts electives, was led by Master Fellow Albert Amponsah. He began with brainstorming to make teachers realize the factors that affect student learning, and proceeded to introduce the strategies during the training session to the trainees. Contributions and questions which came from the trainees centered on the new strategies they had been taught the morning. At around 11:30am the training was halted for a brief snack break. The break only lasted for 15 minutes and trainees reconvened back into the training room.

In order to actively monitor the participation of trainees, a sign in sheet was sent around for all trainees to identify their names and append their signatures accordingly. Attendance was also checked by the Admin in charge of Cohort A (Evans Hokey). The morning session concluded at 1:45pm with a lot of questions and equally good responses from Albert.



Training Cohort A being led by Master Fellow Albert Amponsah.

Cohort A

Afternoon (Design Studio session)

The afternoon of Cohort A started by 2:45pm after lunch break. Participants arrived after lunch with anticipation of what is in store for the afternoon session. During the afternoon session participants were grouped into departments, and tasked to build new lesson plans using Backward Design, while embedding the new strategies. The Master Fellow informed trainees what is expected of them during the design studio and asked them to brainstorm together as a department.

After 25 minutes of brainstorming, each of the department groups were tasked to present their work within a stipulated time of 7 minutes. After their presentation Master Fellow Albert Amponsah commented on their presentations and congratulated them. Day one ended at about 5:10pm.



Cohort A Participants brainstorming and give their presentations.

Cohort B Morning

Master Fellow Emma Acolatse led Cohort B and was supported by Master Fellow Annie Pomeyie. The Cohort was made up of Teachers in the departments of Languages, General Arts and Social Sciences. The facilitator took trainees through the module, Lesson Design and Factors Affecting student learning, she further used a number of strategies during her delivery which was occasioned by Master Fellow Annie Pomeyie intermittently joining with support.



Master Fellow Emma Acolatse leading training in Cohort B for Day 1

Afternoon

The afternoon session, Design Studio, commenced after lunch. Trainees were grouped and tasked to deliberate and design a lesson plan, and make presentations of those lesson plans with the strategies incorporated. Facilitators monitored and commented on their presentations.



Participants in cohort B brainstorming during the Design Studio

Instructional Leadership

Day One

The Instructional Leadership session was led by Master Fellow Annie Pomeyie in the ICT laboratory of the school. The facilitator took the participants through a strategic session where all leaders identify road blocks and brainstorm new educational moves to monitor and ensure that strategies learnt by teachers during the teaching practices sessions will be properly implemented and practiced.

The day ended with a debriefing meeting with management of Tema SHS. Below are the points raised during debriefing.

1. Management should do well to encourage Teachers to be on time the following day
2. Many Teachers reported in late but settled in quickly and comported themselves
3. The atmosphere was very serene and students did not misbehave
4. There were some teachers who had excuse absence and will be expected to join the makeup sessions on day 2.
5. Teachers showed great knowledge in the modules during the training session

Day Two (2)

Introduction

Day two of the training begun in the Assembly with all the two cohorts coming together again for another team building activity known as the Worst Collaboration Moves. Master Fellow Annie Pomeyie grouped the trainees, and tasked trainees to demonstrate through a skit indicating the worst collaborative moves that they can encounter as a team, using Day 1 groupings



Trainees putting their heads together to plan for their worst collaboration moves skit.

Day Two (2) – Cohort A

Morning

At the beginning of the morning session of day 2, Master Fellow Albert addressed all the issues arising from the use of the exit cards strategy. He then introduced Active Student Engagement as the module of the day.. He led the trainees through the module with different strategies.

Trainees enjoyed strategies such as foldables, think pair write and share, inside–outside circle etc. Administratively, they signed in, provided their contact information, and were marked for attendance. At exactly 11:45am there was a 15 minutes' snack break. Trainees returned afterwards to continue the training until the lunch break, which was at 1:30pm.



Trainees enjoying Active Student Engagement with Master Fellow Albert Amponsah

Afternoon

Design Studio continued right after lunch and trainees were edged to continue from where they ended the first day, building on the same lesson topics. The Master Fellow informed trainees to continue to be part of their previous groups to enable continuation and extension of detailed discussions from previous day. Participants were given flip charts and markers to put down their discussions for presentation.



Trainees in Cohort A Enjoying department level practice in Design Studio

Cohort “B” Day 2

Morning

Trainees enjoyed their time and participated actively in the training. New strategies were introduced after the exit cards review. The Master Fellows introduced trainees to new strategies to keep students engaged in their lessons. Participants were able to ask questions and contributed vibrantly to the training.



Master Fellow Emma led the session with support from Master Fellow Annie and Programmes Manager Louisa.

Afternoon

Trainees demonstrated during the Design Studio session how they will ensure the usage by embedding the new strategies in their respective classroom lessons. Master Fellow Emma gave the procedure to present their group work. After their presentations, Emma gave feedback on their work. Group members contributed effectively during their presentation.

Day 2 - Instructional Leadership

Day two of the leadership training was led by Master Fellow Annie Pomeyie who emphasized on active monitoring of teachers to making sure that they implement the strategies effectively. She also reiterated that Head of Departments can even set up an award scheme to motivate their departmental teachers to do more.

Evaluation

A questionnaire was administered by INTED administrators to ascertain how trainees evaluated the programme. The evaluation form was given to the teachers at the time of closure of the training.

Final Debriefing with Management of Tema Senior High School

The INTED Team had a final and a wrap up meeting with Tema Senior High School Management, which included the Headmistress and the Assistant Head/Academic. The meeting lasted for 20 minutes where participants shared their remarks and gratitude for the training.

Make Up Sessions

Master Fellows Albert Amponsah and Emma Acolatse organized make-up sessions for the following persons who missed the first as well as the second day trainings. This training was necessary to enable the participants with excused absences to catch up. In the same light a make-up session was organized by Madam Annie Pomeyie for leaders who also missed Instructional Leadership session for day one, at the beginning of Day Two's session.

The names of those trainees include:

1. Mr. Francis Ayebea
2. Mr. Dorkutcho Adolphus K.
3. Mrs. Helen Rebecca Ama Ashong Mr. Alexander Antiaye
4. Mr. Pkodo Franklin Quashie
5. Mr. Faustina Baidoo
6. Mrs. Maud Banini
7. Mr. Gilbert Mohamed Ibrahim

Louisa Amba Koomson

Programmes Manager, INTED

Evans Edem Hokey

Programmes Coordinator, INTED