

## **2019 INTED SCHOOL SPECIFIC PROGRAMME REPORT**

<b>Training Type</b>	School Specific Programme
<b>Modules</b>	Critical Thinking Skills, Review and School Collaboration Plan
<b>Facilitators</b>	Raphael Aidoo-Taylor, Annie Pomeyie, and Emma Acolatse
<b>INTED Admin</b>	Elorm Billy-Awittor and Carlos Alifo (Volunteer)
<b>Date</b>	September 5 - 6, 2019
<b>School</b>	Mfantsiman Girls' Senior High School, Saltpond – Central Region
<b>Population</b>	115 Teachers/20 HODs/ 3,061Students



*Group picture of the staff of Mfantsiman Girls' SHS and the INTED Team*

### **1.0 Introduction:**

For this concluding Part II of the Tier I programme for the staff of Mfantsiman Girls' Senior High School, the INTED team arrived in Saltpond, Central Region on Wednesday, September 4, 2019, to prepare for the two-day training scheduled for September 5-6. The first part of the training was held during January 3-5, 2019 where trainees were taken through the first three modules. Emma Acolatse, Carlos Alifo, and Elorm Billy-Awittor arrived together at 4pm whilst Raphael Aidoo-Taylor and Annie Pomeyie joined them separately later during the evening. Settling in and supper followed after the training materials were safely locked in the office of Headmistress Phyllis Arthur-Simpson, our programme hostess. Training rooms were checked and the INTED team, with the help of the Assistant Headmaster Mr. Prosper Agordzo, oversaw the arrangement of the main assembly hall to serve as main, as well as venue for one of the training cohorts.

## 2.0 Day 1

### *Introduction and Opening Remarks*

Headmistress Madam Phyllis opened the morning session with a brief welcome after teacher trainee Kwasi Boakye led a brief prayer at 8:45am. The Head encouraged the staff to make the best of the program and be actively involved in their own learning at all times. Mr. Raphael Aidoo-Taylor continued, and on behalf of INTED leadership, introduced the other team members present. He reminded the trainees of the essence of abiding by the attendance and certification policies and general programme house keeping rules. This was after they had watched the INTED Overview Video and the had day's training schedule explained to them.



*MF Raphael welcoming trainees*



*A cross-section of the trainees present*

### *Team Building Activity (Worst Collaborative Moves)*

For the team building activity, Master Fellow Raphael led *Worst Collaborative Moves* with the trainees. In five groups, they were tasked to perform 3 minute skits that focused on collaboration in their work as teachers. Trainees then discussed their observations on the skits, which drew on settings like kitchen staff, departmental scheme-of-work preparation, among others. The importance of collaboration was emphasised as MF Raphael summarised the activity from the discussions, and explained the behaviours that led to collaboration failures.



*Trainees planning their skits*



*Performance of worst collaborative moves skit*

**Cohort A – Critical Thinking Skills**

Master Fellow Emma Acolatse started the session at 10:15am with trainees from the General Arts, Languages, and Social Sciences Departments. Some of the strategies they discussed included *Quick Write* and *Effective Questioning*. There was a 20 minute snack break and when trainees returned at noon, they continued with other strategies like *A Pause*, *Metacognition* and *Revised Blooms Taxonomy* till lunch at 2:30pm.



*MF Emma reviewing the module’s article with trainees Trainees reviewing the Critical Thinking Skills strategies*

***Design Studio***

This session supports trainees to plan their lesson using the strategies learnt earlier, and was done in 5 groups. At the departmental level, trainees were tasked to inculcate the strategies in a topic of their choice for presentation. Flipcharts and markers were availed for the purpose.



*Trainees designing sample lesson with new strategies*

*Trainees from General Arts group during design studio*

***Presentations***

During the presentations, trainees from other groups were asked by MF Emma to give their remarks. She also added her comments on each of the presentations from the groups.



*Trainees presenting lesson plan on behalf of group*

**Cohort B – *Critical Thinking Skills***

MF Annie Pomeyie led the second cohort in the school’s library. Similar to Madam Emma’s cohort, trainees from 6 departments were taken through the strategies to improve their teaching practice after a discussion of the article, *Critical Thinking Framework for Any Discipline*. Trainees were given packets which contained printed materials on *Anticipation Guide*, *Knowledge Rating*, among other strategies. The session, which started at about 10:24am due to power challenges, went on till about 11:50am recess for a 25 minute snack.



*MF Emma delivering Critical Thinking Skills Strategies*



*Trainees in session on Critical Thinking Skills*

The presentations on the Critical Thinking strategies in this cohort ended at 2:20pm.

***Design Studio***

At 2:50pm, the trainees returned from their 30 minute long lunch break to go in the practice session. They went into 6 groups to plan lessons around the new strategies they had acquired and work in teams discussing and designing for the presentations.



*Trainees designing a lesson plan*



*Trainees deliberating how to embed strategies*

### ***Presentations***

During the presentations, MF Annie gave her remarks especially positively commenting on how the Biology lesson on Contraception was designed. The other groups also received peer as well as facilitator reviews.



*Sample lesson plans presented with critical thinking skills strategies*

### ***Instructional Leadership***

Continuing from Part I practice, the French Centre again hosted the *Instructional Leadership* session. The session was led by MF Raphael who took department heads through Part I review. They also discussed improvements on continuously engaging their members of department in the implementation of the documented plans, as he had noticed little follow-through on the Part I planning. The hour-and-a-half long session ended at 4:50pm.



*MF Raphael during the Instructional Leadership Session*



*Heads discussing support for new strategy implementation*

### ***Daily Debriefing Meeting***

For review and getting-on-the-same page purposes, at 5:45pm, the INTED team met the school leadership, represented by the Headmistress Phyllis and Assistant Heads Messrs. Prosper Agordzo and Samuel Williams Quaynor, at the residence of the head of school.



*Meeting to Review Workshop Day 1*

Some of the pertinent notes from the meeting include:

- (1) Start time should be improved upon for Day 2 as it negatively affected Day 1's schedule
- (2) The quantity of food shared should be looked at as it appears both cohorts are not equal in numbers
- (3) Note to be taken of National Service Persons and NABCO recruits who are not to be certificated
- (4) Correction of certification issues from Part I training by reminding the trainees affected to take part in the review session since these were teachers who missed sessions of the first training.

Generally, both of the school management and the INTED team were impressed with the high level of trainee comportment. The level of personal interest of the teachers was also commendable, to which Madam Phyllis remarked could be because they had made some personal financial contributions to programme cost.

### **3.0 Day 2 *Opening***

The day was started off with a prayer from trainee Mrs. Obeng at 8:40am. MF Raphael once again welcomed the trainees and urged them to complete the workshop fully. He explained the schedule for the day and answered questions regarding certification policy to the trainees, mostly addressing those who had not received their certificates from the first part. A group photo was also taken before the trainees moved to the various workshop rooms.

## ***Review and School Collaboration Plan***

### **Cohort A**

At the start of the review session at 9:10am, MF Emma listed all the strategies from the *Lesson Design, Active Student Engagement, Using Prior Knowledge, and Critical Thinking Skills* modules on flipcharts. The trainees then went through each strategy once again as they were called upon to explain and give simple examples of the usage. The session ended at 11:00am.



*MF Emma facilitating review discussion*



*Section of trainees during the session*

### **Cohort B**

MF Annie similarly took her trainees through a review of the strategies from across the four modules from the Tier I training programme. Through questioning, the trainees one after the other explained each of the listed strategies and showed briefly how they would use them in classroom context. She also added a brief explanation where needed. There was a 15-minute snack break at 9:25am during the session.



*Trainee explaining how a strategy can be used*



*Trainees taking notes during review session*

*School Collaboration Plan*

Trainees from both Cohorts reconvened at the main assembly hall at 11:10am and got into their departments to produce action plans. MF Raphael explained what to do in this session which was to build on the department plans they had developed earlier. They were to now review the plan and use the given template to prepare actionable items to guide usage and monitoring of use at their departmental levels during the academic year.



*School Collaboration Plan preparation*



*Instructional Leaders presenting plans*

At 12:40pm, just before the presentation of the School Collaboration Plan (aggregation of department action plans), there was a short visit from the District Director of Education. Mrs. Dorcas Asare of the Mfantseman District Directorate in her short speech expressed her excitement about the workshop and commended the teachers for their efforts. She appealed to them to continue to be diligent and professional so they can touch the lives of the girls they teach, which she hopes would ultimately impact their respective families, communities, and the country.



*Madam Dorcas Asare, District Director visits*

The School Collaboration Plans were presented by the departmental heads and subsequently reviewed by the facilitators led by Master Fellow Raphael. He encouraged the teachers to adopt and execute these plans at their levels in order to achieve set targets.



#### 4.0 Closure

MF Raphael expressed his gratitude to the teachers for a successful training programme. He thanked the management as well for the organisation and the other leaders for their various roles in ensuring an effective workshop was held. Madam Phyllis also thanked the INTED team of facilitators and administrative staff for work done. Trainees filled out feedback surveys on the programme, which was submitted for review. The closing prayer was given at 2:00pm by Mr. Kwasi Boakye to bring overall training programme to a close.

The following trainees also took part in the make-up session, and by finishing, qualified for their Part I certificates.

1. Francis Nkansah
2. Victoria Dzikunu
3. Benjamin K. Ofori-Twum
4. Comfort Danquah
5. Timothy Arhin
6. Eric Oppong
7. Michael Morrison
8. Michael Arloo
9. Godfred Hanson Jnr.
10. Robert Kwakwa
11. Emma Awuku

Upon deliberations between INTED CEO and Head of Mfantseman Girls' SHS, it was concluded that these National Service Persons and NABCO recruits who completed the programme fully are also to be given certificates.

1. Obed Wilson
2. Migather Boadu A. Hammond
3. Caleb Cyrus Essilfie
4. Samuel Odoom
5. Jesse Essuman
6. Ruby Arthur
7. Alidu Waami Mustapha
8. Solomon Odoom

Report prepared by:

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Signed By:

Kwabena Amporful